

SERVICES TO BE PERFORMED BY MANAGER

EXHIBIT “ A ”



2026 Printing

Manager agrees to perform the services selected below at the fee set forth below. Any service not selected shall not be performed by Manager herein.

<u>SERVICE</u>	<u>FEE</u>
1. <u>Marketing and Leasing Services.</u>	
☒ A. Market the Property for lease, show the Property to prospective tenants, advertise the Property “for rent” on various free websites, list the Property on a multiple listing service with permission of the Owner and advertise the Property in various paid media based upon a budget approved by and paid for by Owner.	INCLUDED IN SERVICES
☒ B. Arrange at Owner's expense to have the Property cleaned during the time it is being marketed for lease at least <u>TBD</u> times per month.	OWNER APPROVAL REQUIRED, FEE APPLY
2. <u>Assisting in Qualifying Tenants.</u>	
☒ A. Have prospective tenants fill out a rental application and collect a rental application fee of \$ <u>75.00</u> . The application fee shall be the property of ☒ Broker or ☐ Manager.	INCLUDED IN SERVICES
☒ B. Hire a credit reporting company to do a criminal background and credit check on prospective tenants. Owner shall reimburse Manager for all out of pocket costs associated with the credit and criminal background check.	INCLUDED IN SERVICES
☒ C. Check references supplied by prospective tenants.	INCLUDED IN SERVICES
3. <u>Move-In Services.</u>	
☒ A. Perform a move-in / move-out inspection with a tenant approved by Owner and fill out a move in/move out inspection form.	INCLUDED IN SERVICES
☒ B. Collect a security deposit from any approved tenant and the first month's rent.	INCLUDED IN SERVICES
☒ C. Get tenant to sign a lease using the standard GAR lease form.	INCLUDED IN SERVICES
4. <u>Management Services.</u>	
☒ A. Collect rent, additional rent, late fees and other charges and sums due from tenant.	INCLUDED IN SERVICES
☒ B. Hold the security and other deposits paid by tenant in Manager's trust account.	INCLUDED IN SERVICES
☒ C. Maintain a written maintenance request and complaint log from tenant and respond to same.	INCLUDED IN SERVICES
☒ D. Cause to be performed at Owner's expense the following preventive maintenance of the Property on the schedule listed below.	
☒ 1. Change filters for heating and air conditioning equipment <u>3</u> times per year.	OPTIONAL SERVICES, OWNER APPROVAL REQUIRED, FEE APPLY
☒ 2. Clean gutters.	
☒ 3. Inspect the Property for obvious maintenance or repair needs <u>1</u> times per year.	OWNER APPROVAL REQUIRED, FEE APPLY
☐ 4. _____ (other)	ANNUALLY \$100.00 PER UNIT
☐ 5. _____ (other)	
☒ E. Obtain bids, hire contractors on behalf of Owner and facilitate repairs, replacements and improvements on the Premises.	INCLUDED IN SERVICES, OWNER APPROVAL REQUIRED, FEE APPLY
☒ F. Send standard collection letters to tenants who have not paid rent or other sums owing under the lease on a schedule approved by Owner.	INCLUDED IN SERVICES

- ☒ **G.** Send a standard letter to tenants terminating the lease and demanding possession of the Property if the tenant is delinquent in the payment of rent or other sums owing to Owner for 3 days.
- ☒ **H.** Send standard letters to tenants notifying them of violations of the Lease other than the failure to pay rent.
- ☒ **I.** Arrange for movers to remove the personal property of tenant when a tenant is being evicted by the local sheriff or Marshall.
- ☒ **J.** Accompany the sheriff or Marshall to the Property when a tenant is being evicted by the local sheriff or Marshall.
- ☐ **K.** Visit the Property at the direction of Owner.

INCLUDED IN SERVICES

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OPTIONAL SERVICES, OWNER APPROVAL REQUIRED, FEE APPLY

OPTIONAL SERVICES, OWNER APPROVAL REQUIRED, FEE APPLY

OPTIONAL SERVICES, OWNER APPROVAL REQUIRED, FEE APPLY

5. Financial Management.

- ☒ **A.** Properly account for all sums belonging to Owner coming into the possession of Manager.
- ☐ **B.** Timely pay out of Owner's funds all of the following bills (provided that the same are mailed to Manager).
- ☐ 1. Water
 - ☐ 2. Sewer
 - ☐ 3. Cable
 - ☐ 4. Electric
 - ☐ 5. Gas
 - ☐ 6. *Ad Valorem* Property Taxes
 - ☐ 7. Community Association Fees and Dues
 - ☐ 8. Mortgage Payments (and any late fees or other charges)
 - ☐ 9. Property Insurance
 - ☐ 10. _____ (other)
 - ☐ 11. _____ (other)
- ☒ **C.** Send a report to Owner summarizing the financial status of the Property at least ONCE PER MONTH.
- ☐ **D.** Pay Owner any sums of Owner funds in Broker's trust account in excess of \$_____.

INCLUDED IN SERVICES

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6. Legal.

- ☒ **A.** Make court appearances in magistrate's court in any uncontested legal proceeding involving the Property.
- ☒ **B.** Hire an attorney on behalf of Owner to represent Owner in any contested legal proceeding involving the Property.
- ☒ **C.** Promptly notify Owner of any threatened or actual legal action against Owner.
- ☒ **D.** Respond to requests to produce documents, answer interrogatories, be a witness in a contested legal proceeding.

SELF & ASSOCIATES FEE OUTLINED IN STIPS

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OPTIONAL SERVICES, OWNER APPROVAL REQUIRED, FEE APPLY

7. Move-Out Services.

- ☒ **A.** Conduct a move-out inspection.
- ☒ **B.** Timely send a letter to tenant explaining deductions from a security deposit.

INCLUDED IN SERVICES

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Owner's Initials: _____

Manager's Initials: _____