



SCHEDULE OF PROPERTY MANAGEMENT SERVICES AND FEES

SERVICES

1. Rental Marketing and Promotion
2. Tenant Pre-Qualification, Screening and Maintenance, Rental Agreement
3. Rent Collection - Tenant/Owner/Vendor Databases - Trust Accounts Maintained for Tenant Security and Other Deposits and Pre-Collected Funds.
4. Property Inspection and Reports with Emphasis on Asset Protection and Enhancement
5. Identification and Management of Day-to-Day Maintenance Issues. This May Include Obtaining Bid Estimates and Overseeing Contract Work.
6. Facilitation of Tenant/Landlord Communications.
7. Payment of Any Contract or Assessment Obligations to the Property as Required.
8. Utility Payments and Utility Transfers as Required with Change of Tenants.
9. Computer Statements Provided Monthly with "Year to Date," "Maintenance Summary," and "Rent Detail" Information. The Statement and Owner Funds are to be Distributed to the Owner by the 25th Day of the Month.

FEES AND COMMISSIONS

1. Account Set-Up Fee (One-Time) of \$500. Per unit/door
2. Lease/Marketing/Contract Fee - \$250. For Each New Tenant (includes marketing/followup/screening/contract)
3. Monthly Management Fee is 10% of Rent Payment, \$50 for Vacant Properties
4. Monthly Administrative Maintenance Fee of \$25.00 to oversee repair/maintenance issues.
5. Bi-monthly Inspection of Property - \$50 - Per Inspection as Requested by Owner

Signature

Date