

SUMMARY OF MANAGEMENT AGREEMENT:

1. RESERVES

- Broker places this money in a Trust Account. It is solely used for owner required repairs, or a "make ready."
- Broker will always get at least 2 quotes on repair work, one of which may be from McMgmt. LLC's handyman
- Broker is allowed to approve repairs up to \$450 without the Owner's consent
 - Anything over this amount, will be discussed prior to scheduling repairs.
- This money also pays for any Broker Fees that are due & have become delinquent on behalf of the Owner.

2. MONTHLY MANAGEMENT FEE

- \$100 is the MINIMUM management fee per month.
- A vacancy in the property or failure of Tenant to make a rental payment does NOT excuse payment of the minimum management fee.

3. ADMINISTRATIVE FEES - PAID BY TENANT

- Fees include, but are not limited to the following:
 - Application fee
 - Returned check fees
 - Late rent
 - Trip charge

4. INSURANCE CLAIMS & LEGAL MATTERS = \$350/day

- In the unfortunate event that there is a casualty, loss on the property or the property becomes involved in a legal proceeding and McMgmt. LLC expends time on these matters, broker requests compensation for this time.
 - Events include, but are not limited to the following:
Correspondence with Insurance carrier or representative,
Deposition related to the property, Evictions, Tenant disputes,
Security deposit disputes, Suits for damages

5. SALE COORDINATION FEE = \$500

- Only applicable if the Owner agrees to sell the property to a Buyer NOT procured by McMgmt. LLC.
- The fee is meant to compensate Broker for the following:
 - Coordination of showings, inspections, repair professionals and appraisers, Coordination of tenant move-out & deposit return, and, Contract management
- Should the Owner want Jessica McCreary to represent them, then a listing agreement will need to be signed.
 - The flat fee would then be waived and a commission paid at closing.
- Should the Buyer want representation, Owner needs to make sure they see a Buyer's Representation Agreement and compensation would then be discussed.

6. EVICTIONS

- Broker, at Owner's expense, may institute and prosecute actions to evict the tenant.

SUMMARY OF LISTING AGREEMENT:

**Only applicable if you hire Jessica McCreary to list your rental property.

1. TYPICAL BROKER COMPENSATION

- 50% of this goes to pay the Tenant's Agent/Broker

2. RENEWALS

- McMgmt. LLC does NOT allow automatic renewals.
- Forty days prior to the end of a lease agreement, we will send the Landlord a new Rental Market Analysis (RMA) with a suggested rental rate. This rate could be an increase or stay the same. Then a notice to the Tenant is sent out and gives them the following options:
 - To renew or extend their lease at \$_____/month for a 6 months or a 1 year term.
 - If the rate has increased on them, we will also send them the RMA as evidence.
 - To terminate their lease agreement on the agreed upon termination date.
 - We will remind them that, per the lease, the last 30 days of the lease term allows for the home to be relisted for lease.

3. SALES

- ONLY done if the Tenant wants to buy while under their lease agreement or if done within 60 days AFTER the lease terminates.
- Broker then acts as "Contract to Close" manager of transaction and neither party has representation.
 - If the Tenant wants representation, Landlord and Tenant's representative need to agree on compensation.