

# SERVICES TO BE PERFORMED BY MANAGER

## EXHIBIT " \_\_\_\_\_ "



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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.

### SERVICE

### FEE

#### 1. Marketing and Leasing Services.

- ☐ 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.
- ☐ B. Arrange at Owner's expense to have the Property cleaned during the time it is being marketed for lease at least \_\_\_\_\_ times per month.

#### 2. Assisting in Qualifying Tenants.

- ☐ A. Have prospective tenants fill out a rental application and collect a rental application fee of \$ \_\_\_\_\_. The application fee shall be the property of ☐ Broker or ☐ Manager.
- ☐ 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.
- ☐ C. Check references supplied by prospective tenants.

#### 3. Move-In Services.

- ☐ A. Perform a move-in / move-out inspection with a tenant approved by Owner and fill out a move in/move out inspection form.
- ☐ B. Collect a security deposit from any approved tenant and the first month's rent.
- ☐ C. Get tenant to sign a lease using the standard GAR lease form.

#### 4. Management Services.

- ☐ A. Collect rent, additional rent, late fees and other charges and sums due from tenant.
- ☐ B. Hold the security and other deposits paid by tenant in Manager's trust account.
- ☐ C. Maintain a written maintenance request and complaint log from tenant and respond to same.
- ☐ 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 \_\_\_\_\_ times per year.
- ☐ 2. Clean gutters.
- ☐ 3. Inspect the Property for obvious maintenance or repair needs \_\_\_\_\_ times per year.
- ☐ 4. \_\_\_\_\_ (other)
- ☐ 5. \_\_\_\_\_ (other)
- ☐ E. Obtain bids, hire contractors on behalf of Owner and facilitate repairs, replacements and improvements on the Premises.
- ☐ 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.

- ☐ 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 \_\_\_\_\_ 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.

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 \_\_\_\_\_.
- ☐ D. Pay Owner any sums of Owner funds in Broker's trust account in excess of \$ \_\_\_\_\_.

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.

7. **Move-Out Services.**

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

Owner's Initials: \_\_\_\_\_

Manager's Initials: \_\_\_\_\_