

# SERVICES TO BE PERFORMED BY MANAGER

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



2020 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>
<b>1. <u>Marketing and Leasing Services.</u></b>	
<input type="checkbox"/> 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.	_____
<input type="checkbox"/> 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.	_____
<b>2. <u>Assisting in Qualifying Tenants.</u></b>	
<input type="checkbox"/> A. Have prospective tenants fill out a rental application and collect a rental application fee of \$_____. The application fee shall be the property of <input type="checkbox"/> Broker or <input type="checkbox"/> Manager.	_____
<input type="checkbox"/> 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.	_____
<input type="checkbox"/> C. Check references supplied by prospective tenants.	_____
<b>3. <u>Move-In Services.</u></b>	
<input type="checkbox"/> A. Perform a move-in / move-out inspection with a tenant approved by Owner and fill out a move in/move out inspection form.	_____
<input type="checkbox"/> B. Collect a security deposit from any approved tenant and the first month's rent.	_____
<input type="checkbox"/> C. Get tenant to sign a lease using the standard GAR lease form.	_____
<b>4. <u>Management Services.</u></b>	
<input type="checkbox"/> A. Collect rent, additional rent, late fees and other charges and sums due from tenant.	_____
<input type="checkbox"/> B. Hold the security and other deposits paid by tenant in Manager's trust account.	_____
<input type="checkbox"/> C. Maintain a written maintenance request and complaint log from tenant and respond to same.	_____
<input type="checkbox"/> D. Cause to be performed at Owner's expense the following preventive maintenance of the Property on the schedule listed below.	_____
<input type="checkbox"/> 1. Change filters for heating and air conditioning equipment _____ times per year.	_____
<input type="checkbox"/> 2. Clean gutters.	_____
<input type="checkbox"/> 3. Inspect the Property for obvious maintenance or repair needs _____ times per year.	_____
<input type="checkbox"/> 4. _____ (other)	_____
<input type="checkbox"/> 5. _____ (other)	_____
<input type="checkbox"/> E. Obtain bids, hire contractors on behalf of Owner and facilitate repairs, replacements and improvements on the Premises.	_____
<input type="checkbox"/> 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.	_____

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- 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. \_\_\_\_\_

**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: \_\_\_\_\_