



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.

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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: _____