

ADEA Property Management Co

2527 S. 3rd W, Missoula, MT 59804

406.728.2332

rentals@adeapm.com

Dear Property Owner,

Thank you for your expressed interest in our property management company. Here is some information regarding our management services for your property.

Typically, our management duties entail:

- Collection of rents and security deposits, disbursements and monthly financial reporting,
- Working with you or your CPA to relay all info necessary for this property to complete annual tax returns,
- Leasing, inspecting when vacant and enforcing the terms of the rental agreements,
- Overseeing and implementing maintenance duties for the interior and exterior of the building,
- Being on call to receive after hours management and maintenance requests,
- Meeting with the owner(s) to discuss property issues.

Here's some other important information that you'll want to consider:

- We will work with you to develop a management agreement tailored to our specific relationship detailing the rights and responsibilities of all parties.
- While we do have maintenance personnel on staff, we have no problem working with your choice of vendors for the repair activities needed to maintain this project.

Our fee structure would be as follows:

- 10.0% of gross collected income or \$100.00 per month, whichever is greater, for management services.
- No set up fee and our management agreement is month to month.
- Other costs would include reimbursement for postage, copies, faxes, long distance phone calls, tax forms, software use fees of \$1/unit/month, and other incidentals.
- Additional fees may be agreed upon and then assessed when acting as general contractor in negotiating and overseeing special improvements as directed by the property owner(s).

I look forward to the possibility of providing quality management services for your property in Missoula. Please call me if I can be of any further assistance.

Thanks again for inquiring about our services.

Sincerely,

Dave

David C. Armerding
Broker Owner