



Maine Properties, Inc.

197 U.S. Route 1, P.O. Box 368, Scarborough, ME 04070-0368 207 / 883-3753 Fax • 207 / 883-2135

RENTAL MANAGEMENT SERVICES

A. RENTAL MANAGEMENT / PLACEMENT SERVICES:

1. Perform an initial property review/assessment, make necessary recommendations to Owner(s) and establish fee schedule.
2. Advertise and market the property for a predetermined period of time and expense as previously discussed and agreed with Owner.
3. Receive and screen responses.
4. Show property to prospective Tenants.
5. Process Completed Application inclusive of:
 - Credit Check
 - Character Reference
 - Employee Verification
6. Place qualified Tenant(s) inclusive of:
 - Move-in Inspection
 - Lease Agreement
 - Security Deposit Agreement
 - Collect necessary monies inclusive of first month's rent and security deposit prior to move-in unless otherwise directed by the Owner or negotiated between the Owner, Property Manager, and Tenant.
 - Forward Security Deposit money and rent funds (less predetermined agent fees) to Owner as specified in Management Agreement.
7. Provide Tenant(s) with keys.
8. Provide Tenant(s) with appropriate informational package when applicable inclusive of information with regard to Rules and Regulations, property information, emergencies, utilities, and other applicable items.
9. Confirm transfer of all utilities to Tenant's name.

B. RENTAL MANAGEMENT / ADMINISTRATIVE:

1. Maintain accurate records for property.

B. RENTAL MANAGEMENT / ADMINISTRATIVE (CONT.):

2. Recommend contractors if requested for grounds work, snow removal, painting, repairs, cleaning and other negotiable services as required.
3. Prepare monthly Manager's Report for Owner.
4. Communicate (written and verbal) with the residents and/or vendors.
5. Administer the Rules and Regulations with appropriate course of action as determined by the Property Manager and the Owner.
6. Conduct periodic property drive-through to observe general condition of building and grounds, etc.
7. Help solve Tenants' problems, make arrangements for necessary repairs and keep the Owner informed about any problems or situations as they arise.

C. RENTAL MANAGEMENT / FINANCIAL:

1. Collect monthly rent and security deposit.
2. Send letters of delinquency to residents in accordance with Lease and State/Local laws. Act as liaison for legal action as directed by the owner and in accordance with all applicable laws.
3. Record and deposit all rent/security deposit fees to the appropriate accounts as agreed upon.
4. Review bills and approve for payment inclusive of the management/placement fees.
5. Prepare and mail all checks.
6. Prepare, review, and provide the Owner with monthly statements, including the following:
 - Cash Flow Statement
 - Balance Sheet and Income Statement
 - Current Month Payables
 - Photocopy of Monthly Paid Bills

D. RENTAL MANAGEMENT / MAINTENANCE:

1. Provide the Tenants with 24 hour emergency maintenance service. Follow up with owner as to the nature of the repair along with a review of all costs incurred at the property.
2. Provide an initial review of the property and make necessary recommendations as to any areas that may need further review or attention.
3. Perform Annual Property Inspection and report findings to owner along with applicable recommendations.

The following can be provided at an additional charge:

1. A thorough weekly property inspection providing a written checklist of specific essential maintenance items.
2. Provide full service maintenance to the property, inclusive of , but not limited to the following:
 - General interior/exterior maintenance and repairs
 - Carpentry
 - Interior Painting
 - Supervision of Special Projects
3. Provide a "Winter Watch" service to Owners (Owner Expense) providing a weekly review of the property should the property be vacant for any period of time during the winter months.
4. Provide General Contracting of any major capital projects required at the property.

*This specification list may be added to or amended as the Owner and Rental Manager determine. This is not intended as the Management Contract, but rather an outline of the scope of services available and provided by Maine Properties, Inc.