



General Policy Addendum

1.0 Contract version

1.1 The general parameters of the updated TAR management contract version 2201 10-05-2005 are said to be implemented in all contracts regardless of start date.

1.2 The latest version is a TAR promulgated contract 2201 10-05-2005 and a sample of this version showing Circle C Properties fee and structure parameters can be viewed at <http://circlec.com/currentcontract>.

2.0 Fee Structures

2.1 Minimum management fees will be enforced on all properties of \$50. If your property leases for less than \$625, this will apply.

2.2 Management Fee is charged on monthly rent amount during lease period. (Not rent collected amount). Management fees will not be charged during vacancy.

2.3 Late fees will be retained by Circle C Properties.

2.4 Leasing fee is 75% of one month's rent. A 50% commission offered to outside agencies is included in this charge. Leases 6 months or less will have prorated fee.

2.5 Electronic report and fund disbursement management rate is 8%.

2.6 Regular mail and hard copy management rate is 9% (minimum \$53).

2.7 Properties participating in Section 8, assisted housing, or disaster relief will have a management rate of 10%.

Funds Transfer

2.8 For Direct electronic funds transfers, a \$24 fee charged annually will be assessed. Transfers take 1-2 business days using PayLease direct deposit service.

2.9 Hand Deposited funds will be assessed \$60 per year, charged annually.

2.10 There is no additional charge for regular mail, only the 9% management fee will be charged.

3.0 Marketing

3.1 During marketing (vacancy), a \$15 per month advertisement fee will be assessed.

3.2 Internet, Print and Company Web including internet picture tours are included in our marketing.

3.3 Extra advertising will be based on a case by case basis and agreed upon expense.

3.4 For an early termination due to sale or other circumstances, there will be a \$100 setup fee plus \$3.33 per day advertising charge.

4.0 Maintenance

4.1 All properties more than 5 years old that have a gas furnace will have an inspection scheduled each year by qualified technician before the heat is turned on. Cost for this will be \$49.95 for one unit + \$20.00 each additional unit. Any necessary repairs will have an additional charge.

4.2 Two bids (when possible) from qualified vendors will be supplied on all larger repairs (\$800 and over). Owners that request additional bids will be charge \$35.00 for each bid.

4.3 Owners awarding work to vendor other than bid submissions may be charged \$35 per original submission.

4.4 The Repair Authorization threshold is \$250 with exceptions for Emergencies, Storm Damage, and Air Conditioner issues. Diligence will still be upheld to keep cost as low as possible. Avoiding extra cost and trip charges to the property will be a factor.

5.0 Procedures

5.1 Owners shall refrain from Tenant contact allowing us to mediate all aspects of management except in extraordinary circumstances where both owner and management company.

5.2 Office hours are 9a-6p US central standard time. Please limit non emergency calls to fall within those hours.

5.3 Reports will be sent between the 4th and 15th, as soon as possible. Report dates depend entirely upon receipt date of rent; holidays and weekends can also create variances.

6.0 Inspections

6.1 Inspections will be performed 4 to 6 months after a move in and/or periodically as needed.

6.2 Contractor or manger visits may reduce need for full inspection.

6.3 Regularly scheduled inspections, one or more times a year, will have a charge of \$45.00 per inspection. Inspection will be done each year unless the property has been visited and assessed by other means, additional inspections can be requested by the owner. This includes section 8 properties. Digital pictures will be taken, and included in the monthly report.

6.4 Move-out inspections are done at no charge as a deposit settlement.

This General Policy Addendum is updated and now in effect as of this version date 10.20.08, and acts as an addendum to all current management contracts in place with Circle C Properties. We would like you to sign and return this addendum to show that you accept and understand all the new and current policies. Be aware however, that these changes go into effect whether or not we receive this signed. Not signing this addendum or not returning it does not constitute denial of above policies. Please contact the office if you have any questions.

Owner Signature _____ **Date** _____

Management initials_____