



Exhibit B – Agent Services

Evaluate Managed Properties and Determine Accurate Rental Rates

For each Managed Property, Agent shall, prior to renting the same for the first time on Owner's behalf, evaluate each Managed Property to determine accurate rental rates. Agent will do the following in determining appropriate rates:

- Take pictures for marketing.
- Prepare documentation relating to the interior and exterior of home.
- Offer recommendations on repairs and cosmetic improvements that maximize monthly rents while providing maximum ROI.
- Discuss with Owner the pros and cons of different policies such as accepting pets, smoking, etc.

Marketing Managed Properties for Rent

Agent shall use best efforts to lease vacant Managed Properties by:

- Preparing each Managed Property for rent;
- Advertising and promoting Managed Properties in accordance with the guidelines set out on Exhibit D;
- Informing leasing agents and realtors that a Managed Property is available;
- Fielding calls from prospective tenants for questions and viewings;
- Meeting prospective tenants for showings at reasonable times; and
- Providing prospective tenants with rental applications that are legally compliant with fair housing laws.

Tenant Screening And Selection

To screen and select tenants, Agent will:

- Perform credit history, rental history, and background check, etc.
- Grade tenant according to pre-defined tenant criteria.
- Inform tenants who were turned down.

Tenant Move In

In accordance with Section 3 of the Agreement, Agent will prepare a Lease for each tenant who is to rent a Managed Property and ensure tenant's execution of the Lease and any other necessary documents prior to tenant move-in. Agent will also review lease guidelines with tenant regarding material Lease terms such as payment terms and required maintenance of the Managed Property and will provide a copy of the executed lease to the tenant.

Agent will coordinate with tenant regarding tenant's move in date and will perform a detailed move in inspection with tenant at move in. At such inspection, Landlord will fill out an inspection report and have tenant sign the same to verify the condition of the Managed Property, which Agent will use for comparison purposes when tenant moves out. At or before move in, Agent will collect from tenant rent for the first month of tenant's Lease term as well as the security deposit provided for in the Lease.

Rent Collection

Agent shall collect all rents and other income from tenants when such amounts become due and take all necessary steps to collect the rent and perform all reasonable acts on behalf of the Owner for the protection of Owner and collection of rent, including collection of late payments and enforcement of late fees and other charges provided for in tenants' Leases. When necessary, Agent will send late payment notices to tenants.

Evictions

When rent collection efforts prove unsuccessful, Agent will coordinate eviction of tenants (through a licensed attorney, if necessary). The process will include the posting of a notice to quit the premises and the filing of the relevant paperwork to initiate and complete a forcible entry and detainer action in a court of competent jurisdiction. Agent will also coordinate with law enforcement, if necessary, to remove an evicted tenant and that tenant's possessions from the Managed Property.

Legal

Agent will understand and abide by local, state and federal laws that apply to renting and maintaining rental properties.

Financial

Agent shall maintain checking accounts for Managed Properties, including an operating account and an account for security deposits. Agent shall deposit all income from Managed Properties into its operating account and shall pay all expenses associated with the Property out of the operating account. Agent shall maintain financial records including invoices, purchase orders, contracts for services, Leases, deposit records, income statements, inspection reports, warranties, balance sheets, and budgets.

Agent will provide the following to Owner:

- Easy to read monthly cash-flow statements that include a detailed breakdown of income and itemized expenses.
- Annual reporting structured for tax purposes as well as required documents.
- Detailed documentation of expenses via invoices and receipts at reasonable intervals upon Owner's request

Maintenance, repairs and inspections

Agent shall perform, or contract for the performance of, necessary repairs and work relating to upkeep (including landscaping or snow removal if required) and ongoing maintenance and alterations of Managed Properties. Agent shall obtain Owner consent before incurring any single item in excess of _____ Dollars (\$_____), except where required during an emergency. An emergency is defined as any event or occurrence that relates to the health, welfare or safety of the Tenants or the general public or is necessary to preserve the Property from material damage. Agent will monitor an emergency hotline to ensure handling of emergencies.

If Agent elects to provide maintenance through one or more contractors, Agent shall ensure that such contractors perform work at reasonable prices and that contractors are licensed if necessary. Though contractors shall be selected by Agent in Agent's reasonable discretion, Owner specifically authorizes Agent to contract with the following contractors if Agent so chooses:

- _____ (for general maintenance);
- _____ (for plumbing services); and
- _____ (for electrical services).

Agent will perform periodic inspections (inside and out) on a predefined schedule to identify repair needs, safety hazards, code violations, and lease violations. The first inspection will take place thirty (30) days after a tenant moves into a Managed Property and every ninety (90) days thereafter. Agent will send Owner periodic reports on the condition of Managed Properties.

Agent shall notify Owner if Agent becomes aware that the condition of a Managed Property requires major repairs, replacements or structural alterations or fails to meet the standards of any federal, state or local law, ordinance or regulation of which Agent has actual knowledge. After consulting with Owner, Agent will take such action as may be necessary to comply properly with such law(s).

Tenant Move Out

When a tenant moves out of a Managed Property, Agent will inspect the Managed Property and fill out a report on the Managed Property's condition. Agent shall provide a copy of said report to the tenant along with an estimate of damages. After determining actual damages thereafter, Agent will return the unused portion of tenant's security deposit to tenant. Agent will then put the Managed Property back on the market for rent.

NOTE: certain services outlined in this Exhibit may be inapplicable based upon the Management Plan selected by Owner for a specific Managed Property (as shown on Exhibit E). Agent has no obligation to provide any service not included in the applicable Management Plan owner chooses