



Thank you for the opportunity to manage your property! You will find enclosed a property management package for The Littleton Real Estate Company. "LREC" is one of the Denver metro area's largest and most successful residential management companies. We believe, after review of the enclosed information, you will select LREC as your property management firm. Please call us at 303-730-8170 to schedule an appointment to view your home and finalize rent rates one (1) month prior to moving.

We have been in the management business since 1984. We maintain that our knowledge of property management, skills with tenants, attention to detail in accounting, and communication with our clients is the finest in professional management.

The enclosed Management Agreement is designed to run with the tenants lease, contains a base fee of 10% of the gross monthly income and a leasing fee of ½ the rental rate, not to exceed once per lease agreement.

Once we begin working with your account, you will have an opportunity to meet our staff. Your account will be assigned to a Property Manager who will supervise your property on a day to day basis. Property Managers are trained in application procedures, advertising, general maintenance issues and accounting. Your Property Manager will contact you to introduce themselves and preview your property.

If vacant, ads will be written, signs placed and flyers prepared. Rental rates that may have been suggested will be finalized as we preview your property and compare the property to others in the area. We will update you weekly about calls, showings, applications or obstacles until your property has been rented. Your property will be advertised where you decide after hearing about how you can market, promoted at local board of Realtor meetings, and listed on our website at www.LRECO.com, until rented. Our job as leasing agent is to make sure any Licensed Real Estate Agent in the area knows of your vacancy. When we receive an application, we first verify with you the move in date is satisfactory, and then will discuss any other terms that need to be negotiated. Once all the terms are addressed, we will process the application. We verify employment and income of 3 times the rental rate require credit to be 70% positive, run a criminal background check to verify no felonies, and verify 2 years of positive landlord references or positive mortgage payments on the credit report to prove homeownership. Pets are discussed and pictures of pets are required prior to renting. After the application has been processed, we notify you of any requirements not met and let you make the final decision. If we have approved them by our qualifications, we contact you to let you know when the lease will be signed.

Please look over the enclosed contract, call if you have any questions or fill in the necessary information and return to us. You will need to include any contacts, phone numbers, or emergency information if there are current tenants. To open a new account, please include \$200.00. This money will be used to market your property with the Denver Newspaper Agency and on Rentals.com. Any of this money not spent in advertising will be refunded to you.

In preparing this package we have attempted to let you know who we are and how we can put our property management division to work to benefit you. This package is intended to showcase our services once an owner has made a decision for change. As professionals, and with respect to any current management agreement, it is not our intention to encourage you to terminate your existing contract, but if you are not presently under contract with a management firm, or are seeking a new firm to manage your property, we offer you our services.

The Littleton Real Estate Company provides their clients with reputable, experienced, professional management. We would like to do the same for you!

Sincerely,

Kurt Krantz
Owner



Our Program For Your Properties Include:

- Professional opinion of rental rate based on current rents, size, area, amenities and condition of property.
- Suggestions for visual appeal to market the property.
- Preparation of a list of maintenance items to be addressed.
- Leasing agents available to answer questions and show properties 7 days a week.
- Advertising in numerous venues such as newspapers, signs, internet, chamber lists, and general flyers.
- Documented minimum qualifying criteria on every applicant, or owner approval to override specific non-qualifying criteria.
- Final approval on pets and length of lease is obtained from you.
- Collection of monthly rents
- Income electronically deposited into your bank account monthly, on or before the 20th day of the month
- Monthly statements for each property to be mailed on or before the 20th day of each month
- Payment of any monthly maintenance charges or HOA payments tailored to meet your needs
- All expenses reviewed and paid on time
- End of the year account summary and 10-99 preparation at the end of the year.
- Enforcement of lease covenants

Our Maintenance Program For Your Properties Are:

- Based on protecting and preserving your property.
- Our opinion is a well maintained property will rent faster and at a higher amount.
- 24 hour emergency services.
- Monitors overtime billing of services; we understand what an emergency is and what can wait.
- All work orders that are not emergencies are required to be in writing to ensure work is taken care of in a timely manner, and follow up on appropriately.
- We make sure the job is done right at the most reasonable rate available.
- Any vendors we use sign a contract with us stating they will provide you with the best price, highest level of service and a guarantee that they hold proper worker compensation and liability insurance.

We Comply With Fair Housing Standards:

The Littleton Real Estate Company complies with all Federal and State fair housing guidelines. We will not select, nor discuss, tenants based on race, color, national origin, ancestry, creed, religion, sex, physical or mental disability, marital status, or familial status.



REFERENCES

These are clients of The Littleton Real Estate Company. You are welcome to contact them regarding our services.

John McCormack

303-745-3379

Owner of 3 condo's in the Denver Metro area.

Ron Gupton

720-283-1777

Owner of a duplex in Denver.

John and Julie Black

303-907-0332

Owner of 11 condo's in the Denver Metro area.

Patrick McGuire

303-688-6398

Owner of 3 single family homes in Littleton

Diane Braaton

303-770-3772 ext. 331

Owner of single family home in Highlands Ranch

OUR GUARANTEE: We at The Littleton Real Estate Company believe customer satisfaction is the most important part of being in business. We believe if you are satisfied with our services you will tell others about your experiences. The majority of our business since 1984 is based on referrals. We pride ourselves on making sure you are satisfied with the services you are receiving. If there is something you don't believe we are giving you the highest level of service on please let us know. We will do our best to correct the problem in a prompt and professional manner. As members of NARPM we have agreed to abide by a Code of Ethics and Standards of Professionalism that we think is of utmost importance. We want you to receive the highest level of service available, we guarantee at all times to do our best to make sure you are 100% satisfied with the services you are receiving.



FULL MANAGEMENT CONTRACT

In consideration of the covenants herein contained, _____
(Print Owners Name)

hereinafter designated as Owner, and Key Property Managers, LLC d.b.a. The Littleton Real Estate Company, hereinafter designated as Agent, agrees as follows:

A. The Owner hereby employs and appoints the Agent as the sole and exclusive leasing and management agent of the property known as: _____

Property Address

City, State, Zip

Hereinafter referred to as the Property, commencing as of the _____ day of _____, 20_____.

B. The Agent shall act as the owners exclusive agent, and may perform either in the Agent's or Owner's name, to manage, maintain, operate, lease/rent the property including negotiating for, entering into, signing, renewing, transferring and/or canceling leases for the property or any part thereof, except that the Agent shall have the authority to execute and sign leases and renewals for terms not in excess of (1) one year without an additional approval.

C. The Agent shall use its best efforts and perform in all measures necessary for the orderly management of the property. The Agent shall hire, discharge and supervise all labor and utility services required for the maintenance of the property. The Agent agrees to secure the approval of the Owner for any alterations or expenditures in excess of \$300.00 for any one item, except monthly or recurring operating charges and emergency repairs in excess of the maximum, if, in the opinion of the Agent, such repairs are necessary to protect the property from damage or to maintain services to the tenants as called for by their tenancy. The Owner agrees to establish a permanent operation reserve account with the Agent in the amount of \$100.00. When the property becomes vacant again, the reserve will be set at \$500.00 to market the property.

D. The Agent agrees to pay, net proceeds it holds for the Owner, to others as directed by the Owner in writing. The agent shall not be required to advance any moneys for the care or management of the property. Should any account be short funds the Broker is due 15% interest on any extended funds as required by the Colorado Real Estate Commission. The Agent shall be liable to the Owner for failure to pay any charges against the property if necessary funds for such purposes have not been made available to Agent by Owner or tenant. Owner shall receive a monthly statement showing all receipts and disbursements with the net amount issued within 20 working days, (Saturdays, Sundays, and Holidays excluded) after the first day of each month.

E. The cost of insurance in connection with the property (ed. Fire, earthquake, public liability, burglary, etc.) shall be the responsibility of the Owner. The Owner agrees to indemnify, defend, and save the Agent harmless from all suits in connection with the premises and from liability for, damage to property and injuries to any person(s). The Owner shall name the Agent as additional insured, and supply a certificate, of the above described insurance policies.

The Owners Insurance Company is: _____ Agent: _____

Policy #: _____ Phone Number: _____

Amount of Deductible: \$ _____

F. For services rendered pursuant to this Agreement, the Owner shall pay the Agent 10% of the monthly gross revenues from the property. In addition, a leasing fee of 1/2 the monthly rental rate will be charged no more than once per lease agreement. The Agent shall be compensated at \$40.00 per hour for additional services required by the Owner (i.e. Unit inventories in preparation of sales contracts, market analysis computation, appointments with appraisers, financiers, etc.). Compensation for the renovation of vacant property shall be 5% of the gross renovation. Property Managers will perform inspections annually. These inspections will make written note of the condition of the property and how the tenant's

Hard Copy of monthly statements to be mailed to: _____

Deposit of funds to be: _____ MAILED W/ STATEMENT _____ DEPOSITED TO ACCOUNT

Please fill out the Authorization for Automatic payments if you want funds deposited to an account.
THIS FORM HAS IMPORTANT LEGAL CONSEQUENCES AND THE PARTIES SHOULD CONSULT LEGAL AND TAX OR OTHER COUNSEL BEFORE SIGNING. Compensation charges by real estate brokers are not set by law. Such charges are established by each real estate broker.

DIFFERENT BROKERAGE RELATIONSHIPS ARE AVAILABLE WHICH INCLUDE BUYER AGENT, SELLER AGENT, TRANSACTION-BROKER, LANDLORD AGENCY OR TENANT AGENCY.

AGENCY DISCLOSURE ADDENDUM

BROKER'S SERVICES. Broker is limited agent of Owner and will represent only Owner.

This contract is a Landlord Agency Contract with a Transactional-Broker Clause

- A. Broker shall promote the interest of owner with the utmost good faith, loyalty and fidelity, including, but not limited to:
1. Seeking rental rates and terms which are acceptable to owner; except that Broker shall not be obligated to seek additional offers to lease the Premises while the Premises are subject to an agreement to lease the Premises;
 2. Presenting all offers to and from Owner in a timely manner regardless of whether the Premises are subject to an agreement to lease;
 3. Disclosing to Owner adverse material facts actually known by Broker;
 4. Counseling Owner as to any material benefits or risks of a transaction actually known by Broker;
 5. Advising Owner to obtain expert advice as to material matters about which Broker knows, but the specifics of which are beyond the expertise of Broker.
 6. Accounting in a timely manner for all money and property received; and
- B. Broker shall not disclose the following information without the informed consent of Owner:
1. That Owner is willing to accept less than the stated rental rate for the Premises;
 2. What the motivating factors are for Owner to lease the Premises;
 3. The Owner will agree to lease terms other than those offered;
 4. Any material information about Owner unless the disclosure is required by law or failure to disclose such information would constitute fraud or dishonest dealing; or
 5. Any facts or suspicions regarding circumstances, which may psychologically impact or stigmatize Premises pursuant to Colorado Law.
- C. Broker shall disclose any prospective tenants, all adverse material facts actually known by Broker including, but not limited to adverse material, facts pertaining to the title to the Premises and the physical condition of the Premises. Any material defects in the Premises, and any environmental hazards affecting the Premises which are required by law to be disclosed.
- D. Title and Encumbrances – Owner represents to Broker that title to the Premises is solely in Owner's name. Owner shall deliver to Broker true copies of all relevant title materials, loan documents, lease(s) and survey(s) in Owner's possession and shall disclose to Broker all easements, liens and other encumbrances, if any, on the Premises, of which Owner has knowledge. Broker may terminate this Listing Contract upon written notice to Owner that title is not satisfactory to Broker.
- E. Material Defects – Broker Disclosure – Inspection. Owner agrees that any defects of a material nature (including, but not limited to, structural defects; soil conditions, violation of health, zoning or building

Lead-Based Paint Obligation of Landlord

Landlord acknowledges the following obligation, which shall be completed before the tenant is obligated under any contract to lease the Property. There is no obligation of the Landlord to conduct any evaluation or reduction activities.

1. Landlord shall provide the required lead warning statement set forth on the Lead-Based Paint Disclosure form.
2. Landlord shall provide the tenant with the EPZ-approved lead hazard information pamphlet "Protect Your Family from Lead in Your Home."
3. Landlord shall disclose to the tenant and the real estate licensee(s) the presence of any known lead-based paint and/or lead-based paint hazards in the Property being leased. Landlord shall also disclose any additional information available to Landlord concerning the known lead-based paint and/or lead-based paint hazards, such as the basis for the determination that lead-based paint and/or lead-based paint hazards exist, the location of the lead-based paint and/or lead based paint hazards, and the condition of the painted surfaces.
4. Landlord shall disclose to each real estate licensee the existence of any available records or reports. Landlord shall also provide the tenant with any records or reports available to the Landlord pertaining to the lead-based paint and/or records and reports regarding common areas. The requirement also includes records and reports regarding other residential dwelling in multi-family target housing, provided that such information is part of an evaluation or reduction of lead-based paint and/or lead-based paint hazards in the building as a whole. If no such records or reports are available, Landlord shall so indicate.
5. Landlord must sign and date the Lead-Based Paint Disclosure, certifying to the accuracy of Landlord's statements, the best of Landlords knowledge.

If any of the disclosure activities identified above occurs after the tenant has provided an offer to lease the Property, Landlord shall complete the required disclosure activities prior to accepting the tenant's offer and allow the tenant an opportunity to review the information and possibly amend the offer.

Landlord is required to retain a copy of the completed Lead-Based Paint Disclosure for three years from the commencement of the leasing period.

Property known as No. _____
Street address City State Zip

Landlord Date

Landlord Date



PROPERTY INFORMATION SHEET

Code: _____

Property Address: _____ County: _____

Subdivison: _____ Management Company & Contact #: _____

If there is an HOA you must provide a copy of Rules & Regs for community!

Directions: _____

Management Information: General Information/Property Description											
YOC	LBP Reqd		Yes	No	Pets	Yes	No	Cats	Dogs	Nego	< _____ LBS
Type	SFH	Duplex	3-6 Plex	Townhouse	Condo	Apt.	Other				
Style	Ranch	2 story	3 story	Other			Square Footage				
Bsmt Type	N/A	Crawl	Full	Partial		Fin sq ft		Unfin sq ft			
Bsmt	_____ Beds	_____ Baths	Fam Rm		Den	Office	Other				
Location	Fireplace G/W:				Ceiling Fans			Skylights:			
Main Lvl	_____ Beds	_____ Baths	Fam Rm		Den	Office	Kitchen	Other			
Location	Fireplace G/W:				Ceiling Fans:			Skylights:			
2nd Lvl	_____ Beds	_____ Baths	Fam Rm		Den	Office	Kitchen	Other			
Location	Fireplace G/W:				Ceiling Fans			Skylights			
3rd Lvl	_____ Beds	_____ Baths	Fam Rm		Den	Office	Kitchen	Other			
Location:	Fireplace G/W:				Ceiling Fans:			Skylights:			
Laundry	Washer	Dryer	Stack	Hookups		On-site	Mailbox #				
Air Condition	Window	Central	Attic	Swamp	N/A		# of mailbox keys:				
Flooring	Carpet	Tile	Hardwoods	Color:			Patio	Balcony	Covered		
Pk Spaces	___ Garage	___ Carport	___ Off street	___ Assigned	#'s		Yard	Fen	Unfen		
# of garage remotes _____											
Appliances Included		Stove	Refrigerator	Dishwasher	Microwave	Washer	Dryer				
Type											
Color											
Gas/Electric											
Heat System	GFA	Boiler		Electric Baseboard Heat			Location				
Fuel Source	Gas	Electric		Propane		Ignition	Electric	Pilot			
Filter Size		Gas Shutoff									
Water Heater	Gas	Electric		Size	40 Gal	50 Gal	Boiler				
Location						Inside Shutoff			Outside Shutoff		
Sprinkler Type		Clock Location			Vacuum Brkr			Sply Ln ShOff			
Crawlspace Access Location					Attic Access Location						
Electrical System		Breaker	Fuse	Panel Location							
Interior	Wall Paint					Ceiling Paint					
Exterior	Wood	Composite	Aluminum	Vinyl	Siding Paint			Trim Paint			
Roof	Asphalt	Cedar	Flat	Other			Deck Stain				
Management Information – Company and Who Makes Payments								Vacant: LREC Owner			
Electric Co		Owner	Tenant	LREC	Gas/Propane Co			Owner	Tenant	LREC	
Water Co		Owner	Tenant	LREC	Sewer Co			Owner	Tenant	LREC	
Trash Co		Owner	Tenant	LREC	Cable Co			Owner	Tenant	LREC	
Lawn Co		Owner	Tenant	LREC	HOA			Owner	Tenant	LREC	
Schools											
District					Elementary						
Middle					Senior						



INSURANCE CHANGE NOTIFICATION

Date: _____

Insurance Company: _____

Agent: _____

Agent Address: _____

Policy Number: _____

Property Address: _____

To Whom It May Concern:

I have recently hired The Littleton Real Estate Company to manage my property listed above. Per the management agreement, I need to have comprehensive public liability property insurance, fire and extended coverage hazard insurance in the amount equal to the full replacement cost of the structure and other improvements, and list The Littleton Real Estate Company as an additional insured. Please send a certificate of insurance to:

The Littleton Real Estate Company
5808 S. Rapp St #107
Littleton, Co 80120

Thank you.

Sincerely,

Owner



MAINTENANCE CHECKLIST

1. Location of main water shut-off valve: _____
2. Location of main electric breaker panel: _____
Location of auxiliary panels: _____
3. Location of natural gas meter: _____
4. Does the property have an operation sprinkler system? _____ Automatic / Manual? _____
Location of control panel: _____ Location of system shut off valve: _____
Location of bleeder valves: _____ Automatic drain / Compression blow out _____
Location of anti-siphon if it needs to be blown out: _____
LREC contracts sprinkler start up in the spring and shut down in the fall for every property with sprinkler systems. The average prices are about \$45.00 each time. Any discrepancies or special instructions must be stated in writing.
5. Does the property have a swamp cooler? _____ Location of shut off: _____
6. Have you had any problems with frozen pipes in the past? _____
Where did the pipes freeze? _____
Did the pipes break? _____ Location of break: _____
7. Have you had any problems with recurring blockages of main sewer line? _____
Branch sewer lines? _____ if so, describe location of sewer line clean out: _____

8. Have you had any problems with water in the basement or crawl space? _____
Please describe: _____
Do you have a sump pump? _____ Location of sump pump: _____
9. Type of heating system: _____ when was the last time the heating plant was serviced?
_____ Filter Size _____
Do you wish to have the heating system serviced on an annual basis? _____
10. Does the property have smoke detector(s)? _____ Location of smoke detectors/type: _____

11. Do you wish to have trees, shrubbery or other vegetation sprayed or treated on a regular basis?
_____ if so, please describe treatment you desire _____

12. Do you wish to have the lawn fertilized or treated on a regular basis? _____ If so, please
Describe the treatment you desire: _____
13. Do you wish to have the lawn aerated once a year? _____
14. Please describe any special maintenance problems you have had in the past or items that you
Think we should be aware of: _____
15. Do you wish to have the gutters cleaned once a year? _____
16. Do you have an inspection report regarding Lead Based Paint ___ Yes ___ No. Please attach
any inspection reports you may have regarding Lead Based Paint at the property.

Owner

Date

Owner

Date



MARKETING PLAN

Suggested Rental Rate: _____

Anticipated Market Time: _____

Total monthly cost for marketing your property as specified including:

Denver News Paper Agency	\$ _____
Craigslist	\$FREE
Rentals.com	\$ _____
LREC Website	\$ FREE
TOTAL	\$ _____

Cost of all newspaper advertising shall be paid by owner and disbursed by Agent from the owner’s escrow account maintained by Agent. Owner agrees to maintain a sufficient balance in the escrow account to cover the costs of newspaper advertising. Owner acknowledges agent will not advertise the property for rent if sufficient funds are not available in the owner’s escrow account.

Owner agrees to promptly provide Agent with sufficient funds to cover all newspaper marketing expenses that Agent may incur in the course of marketing owner’s property for rent as per owner’s instructions as specified in this Marketing Plan.

Owner Date

Owner Date

Agent Date



AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENTS

NAME _____

I (we) hereby authorize Littleton Real Estate Company, hereinafter called COMPANY, to initiate a credit entry to my (our) _____Checking _____Savings account (select one) indicated below and the depository named below, hereinafter called DEPOSITORY, to credit same to such account.

DEPOSITORY
NAME _____ BRANCH _____

CITY _____ STATE _____ ZIP _____

TRANSIT/ABA NO. _____ ACCOUNT # _____

This authority is to remain in full force and effect until COMPANY and DEPOSITORY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

NAME(S) _____ ID NO. _____

DATE _____ SIGNED _____



GENERAL MANAGEMENT MAINTENANCE ADDENDUM

- 1) For and in behalf of the Owner, engaging and discharging employees, contractors and others needed, for service in, or maintenance of the premises including, but not limited to, cleaning, decorating, cutting and irrigating lawns, trimming trees, hauling of trash, making repairs, replacements, alterations, or improvements and also the maintenance, renovation and repair of personal property.
- 2) Incur any expense for any single repair, alteration, decoration cost, purchase or replacement of equipment or chattels in excess of \$300.00 without consent of the Owner, unless it is an emergency.
- 3) Such fee or fees as may be agreed to, from time to time, to compensate Agent for making contract and supervising repairs, alterations, replacements, improvements, remodeling, additions, decorating or otherwise pertaining to the premises, which are not usual or normal. Unless agreed otherwise whenever such work is performed by outside vendors Agent shall receive a supervision fee equal to 5% of the total expenditure for overseeing the performance of capital improvements in excess of \$3,000.00. If Agent performs the work the supervision fee will be waived.
- 4) Type of work performed:
 - We are capable of doing most general maintenance, plumbing, electrical, lock changing, drywall repair, glass replacement, interior & exterior painting, hauling, physical evictions, landscape maintenance, snow shoveling, etc... Our rate to perform these services is an initial \$30.00 trip charge (which includes first hour of labor) and \$30.00 per hour thereafter.
 - We are also capable of doing Emergency Maintenance which is work necessary at night, weekends or holidays. Our rate to perform this service is double at \$60.00 per hour for the initial trip (which includes first hour of labor) and \$60.00 per hour thereafter.

Materials purchased by Agent for work performed by Agent shall be invoiced at approximately 10% above Agent's costs before sales tax to cover Agent's overhead expense for stocking, accounting and invoice preparation. Subject to the provisions of Paragraph 4 all labor and materials provided by outside vendors shall be provided to Owner at Agent's cost. Owner shall receive the benefit of volume discount pricing Agent frequently obtains from outside vendors through Agent's enhanced buying power.

Owner is not required to use Agent's staff for maintenance services. Agent will utilize vendors or contractors specifically designated by Owner in writing in this General Management Information Addendum. Owner will not require Agent to use vendors or contractors that are not covered by a current policy for Workman's Compensation and Liability Insurance. When the need for maintenance services occurs Agent will make 2 (two) attempts to contact Owner's designated vendor or contractor. If Agent has been unable to secure the service of Owner's vendor/contractor after 2 (two) attempts Agent is hereby authorized to utilize its own employees at the rates specified herein, or the vendor that Agent normally uses for that particular maintenance issue.

After the initial term of this agreement Agent may make periodic market based adjustments in maintenance labor rates without further notice to owner provided such adjustments do not exceed 30% more than the previous labor rate during any 12 month period.

- 5) In the event Agent is required to pay additional workman's compensation insurance premiums by its workman's compensation insurance provider for work or services offered at the owner's property by sub-contractors/vendors that were found to be un-insured for workman's compensation insurance Owner hereby agrees to reimburse agent for said additional insurance premiums.
- 6) Hazardous Materials: Management of hazardous materials is beyond the scope of this Agreement. In the event it is determined that the subject property contains hazardous materials including asbestos, PCB's, underground storage tanks, lead, radon, formaldehyde, insulation, vermiculite, mold or any other toxic hazardous type of material Agent may, at their option choose to terminate this agreement by giving the owner a 24 (twenty-four) hour written notice. This agreement does not require or provide for any services by Agent whatsoever in regards to hazardous materials present at the property including initial investigations, removal, abatements, mitigation, notices, etc. Management of hazardous materials shall be the sole responsibility of Owner unless Agent for Owner enters into a specific agreement, in writing, detailing Agents responsibilities and compensation in connection with such hazardous materials management.
- 7) Vendors or contractors Owner wants Agent to contact for maintenance issues: (if no vendors/contractors are listed Agent will utilize its own maintenance staff and/or usual vendors/contractors per the terms of the Management Agreement/General Management Maintenance Addendum). Owner warrants that contractors/vendors listed are covered by a current b policy for Workman's Compensation Insurance and Liability Insurance.

Name:

Address:

Office Phone _____ Cell Phone:

Type of work this vendor/contractor will perform:

Name:

Address:

Office Phone _____ Cell Phone:

Type of work this vendor/contractor will perform:

Owner Signature: _____ Date: _____

Agent for Owner's Signature: _____ Date: _____



Dear New Unit Owner(s),

We do currently have two full time handymen and with them on staff we are able to attend to some routine maintenance issues on an annual basis should you want these services provided. To have these items taken care or request that they are not taken care of you will need to check the applicable statement and write the address of the rental property we manage for you.

For September/October we recommend that you have the furnace in your unit(s) serviced, and the filter changed, as well as changing all of the batteries in the smoke detectors in your unit(s). Tenant(s) are supposed to take care of these maintenance issues, however tenants often times do not take the time or diligence to make sure this items are in proper working order. Tenant(s) will sometimes disconnect smoke alarms, or not replace batteries which can be hazardous, as well as a liability to you in an emergency situation. Tenant(s) also forget to change furnace filters, and this can cause costly heating repairs when the heaters shut down due to dirty filters in the middle of the night during the winter. Proving the cause of the repair was due to the dirty filter is hard to confirm so unfortunately owners usually end up paying for these heating repairs.

Please check the applicable statement regarding proceeding with repairs:

_____ Yes, I would like you to change the furnace filter in your unit, service the heater, and change batteries in the smoke detectors for a flat fee of \$100.00.

_____ No, I am not interested in having these services completed at this time.

For spring we will be recommending that if you own a home where the lawn care is the responsibility of the tenant that you aerate and fertilize to improve the condition of the lawn through the summer. Please thing about performing these services and prior to summer return this form letting us know if you want these services performed at your home or not.

_____ Yes, I would like the spring services performed including aeration and fertilization of the yard for a \$60.00 flat fee

_____ No, I am not interested in having these services performed at this time

Another thing to consider is that the gutters should be cleaned at least once a year, we would recommend in spring to clean all the leaves out of the gutters that come down in the fall and winter..

_____ Yes, I would like this service performed for a \$75.00 flat fee

_____ No, I am not interested in having these services performed at this time.

Rental Property Address: _____

Thanks again for your time and consideration in these matters.

Sincerely,

The Littleton Real Estate Company