



WELCOME!

Thank you for downloading this packet.

Please take your time to go through the agreement and terms and PLEASE do not hesitate to email or call us for any questions. Remember that we are here for YOU so if there is anything you are concerned about, let us know. Here are some frequent Questions and Answers.

1) How much are your services?

We keep our fees very straightforward and simple. We want to prove to you that we care and not gouge you with a ton of hidden fees or charges that suddenly appear. We charge a ONE TIME only set up fee and then a flat percentage of rent collected. This means we do not get paid until we collect your rent for you. We do not charge lease up fees, advertising fees, renewal fees, and other hidden fees, owner statements fees, etc that many of our competitors do.

We include all of our basic management services in our straightforward percentage-based fee. If there is no tenant, there is no rent collected which means we are not paid. We are paid when a tenant is placed and rents are collected. The only additional charges are case by case maintenance that you approve and other rare instances of eviction, collections, etc. Contact us if you have any questions.

2) Do you have any guarantees?

YES! We include a 30 day money back guarantee! If you are not satisfied with our services within the first 30 day period, we will gladly cancel the contract and refund your money. It wont be a "no questions asked" termination because we will ask you why and examine what the problem is and how we can improve and we will do everything we can to keep you as our client. Please keep in mind that our goal is to satisfy you and we will do what we can to earn your trust and friendship. We want long term clients and we have proven this through our track record and many happy clients and tenants.

3) What insurance should I have now that I have a rental property?

We highly recommend that all clients contact their insurance agent and change their Homeowner's Policy to a Landlord Policy. The yearly cost can sometimes be LESS or close to the same (depending on the insurance company and property, etc) but the coverages are better for a tenant/landlord set up. For example, they will sometimes cover things such as, allowing the tenant to stay in a hotel if the property is flooded and pay you rent during the time of vacancy during repairs, etc, whereas a normal homeowner's policy would not cover such items. This is only an example of what we have seen in the past, but you will need to check with your agent or insurance company to find out the details of the included coverages. The tenant is also highly encouraged to get their owner Renters Insurance policy.

4) What should I do with the utilities?

Please see the "Owner Information" page below.

5) What should I expect the condition my house will be in once we move back in or sell it?

There is a wide range of expectations on both the tenants view and the owners view of how the property should be. We provide the tenant with a lease that requires them to repair all damage or pay for the damage. Normal wear and tear should be expected by the owner, and the longer the home is rented, the more wear and tear should be expected. Some tenants are good about maintaining our clients homes and sometimes even improve them. Others are more rough on property but it does not release them from liability for damages and cleaning once they vacate. Contact us for more details.

For more common questions, see our web page www.beldenrem.com/what-we-do/

BELDEN REAL ESTATE MANAGEMENT AGREEMENT

The undersigned Owner, _____, hereby employs the undersigned Manager, Belden Real Estate Management, exclusively to rent, lease, operate, maintain, and manage the property situated at:

FULL ADDRESS OF PROPERTY: _____

The term "OWNER", when used herein, shall mean and refer to all parties who execute this Agreement and all other parties who hold legal title to the said PROPERTY, herein collectively referred to as "OWNER", whether one or more. MANAGER shall be titled to rely on any one of the OWNERS executing this Agreement as if all OWNERS had executed the Agreement.

MANAGER'S AUTHORITIES

Owner hereby confers upon the Manager the following authority and powers:

1. **Leasing***: To advertise the said property or any part thereof and to display "For Rent" signs thereon; to execute leases, renewals or cancellations of leases relating to the property; to terminate tenancies and to sign and serve for the Owner such notices as Manager deems appropriate; to institute legal actions in the name of the Owner, to evict tenants and recover possession of the premises; to recover rents and other sums due; to settle, compromise and release such actions. **We use a standard lease agreement for all units. You may choose to have your attorney review our lease prior to signing this document. If requested, we will provide you a copy of our standard lease agreement. Once this agreement is signed you are accepting the use of our standard lease agreement.*
2. **Rents**: To collect rents and to collect and disburse security and other deposits; to deposit all receipts collected for Owner in a trust account with qualified banking institution. Manager shall not incur any liability for bankruptcy or failure of the depository.
3. **Maintenance**: To supervise and discharge labor required for the operation and maintenance of the property. To maintain the property in case of vacancies. Manager to be held harmless by Owner if there are any acts of negligence or defaults committed by sub-contractors hired for repairs on said property. Manager will use the most reasonable care in selecting a sub-contractor for any future repairs and maintenance.
4. **Service Contracts**: To execute contracts for services for the operation, maintenance, and safety of the property, as the Manager shall deem advisable and/or necessary.
5. **Repairs/ Costs**: To take charge of repairs, decorating and alterations and to purchase supplies therefore. Manager agrees to obtain Owner's prior authorization for any and each expense item in excess of (\$150 min/ _____) except monthly or recurring operating charges or emergency repairs, or in the event the owner is not reasonably available for consultation, if the Manager deems such protection of the property from damage or to perform services to the tenants provided for in their lease. Repairs are usually performed by internal maintenance people or preferred vendors.
6. **Disbursements**: To accrue and make disbursements from Owner's funds for: utilities, maintenance, repairs, materials, banking costs, collection fees, setup fees, legal fees, late fees, refundable/non-refundable deposits, management fees and to remit monies to owner or into owner's other accounts as established hereinafter.
7. **Financial Statements**: See information below about our online owner access system for Owner statements and financial information. Owner acknowledges that statements of receipts, expenses, charges, and accruals can be accessed when desired through the website listed below. Manager may also provide periodic statements of receipts, expenses, charges and accruals upon request. Owner agrees that Manager will remit to Owner receipts less disbursements and accruals for future expenses. In the event disbursements shall exceed receipts, Owner assumes full responsibility for the payment of any expenses and obligations incurred in connection with the exercise of Manager's authorized duties set forth herein.
8. **Communication**: To communicate and notify Owner of all necessary and important matters and updates regarding said property. Owner shall not contact tenant directly unless Manager authorizes the contact and/or is necessary. Owner agrees to keep Manager current on all addresses, phone numbers, and emails as they change or update.

9. **Due Diligence:** To manage property applying the amount of diligence which a reasonable and prudent person would exercise under any circumstances.

OWNER'S OBLIGATIONS

10. **Management fees:** Owner agrees to pay Manager a fee or fees for services rendered at the rates hereinafter set forth. Owner recognizes Manager as agent in any negotiations relative to the property or any part thereof, which may have been initiated during the term hereof, and shall compensate Manager in accordance with the rates hereinafter set forth. Such compensation is due and payable on demand and may be deducted by the Manager from receipts. Management company fees charged to tenants include NSF check charges, serving fees, non-refundable deposits, lease renewal fees and collection/attorney fees.

Management fee: 8% of gross rents and 50% of tenant late fees collected.

Initial Set-up Fee: \$199 (one time only for all units)\$99 for Military and Veterans.

If the tenant purchases the property, the commission due to the Manager will be 3% gross sales.

11. **Hold Harmless:** Owner agrees to hold the Manager harmless from the damage suits in connection with the management of the herein described property and from liability from injury suffered by any employee or other person whomsoever, and to carry, at his own expense adequate public liability. The Manager also shall not be liable for any error of judgment or for any mistake of fact or law, or for anything which he may do or refrain from doing hereunder, except in cases of willful misconduct or gross negligence. If suit is brought to collect the Manager's compensation or if Manager successfully defends any action brought against Manager by Owner, relating to the property, Owner agrees to pay all costs incurred by Manager in connection with such action, including a reasonable attorney's fee.
12. **Data and Records:** Owner agrees to make available all data, records and documents pertaining to the property which the Manager may require to properly exercise Manager's duties hereunder.
13. **Mortgage Default:** Owner agrees to notify manager within 10 business days of any pending foreclosure proceedings or default on mortgage payments. A \$500 fee will be assessed automatically if a tenant is placed in the property during any pending foreclosure proceedings.
14. **Selling Property or Listing For Sale:** Owner agrees to notify manager of any pending listing to sell the property and shall only do so after any management agreement one year term has expired and with at least 30 day written notice prior to the end of that term. In addition, owner agrees to not list property for sale during any tenant lease period unless lease is month to month, at which point owner agrees to notify manager at least 30 days in advance. Owner agrees to list the property for sale if and when necessary only during a tenant vacancy or after any given tenant has provided 30 day notice to vacate after a lease term has been fulfilled and has expired. Early termination to this agreement applies under this section.

ADDITIONAL TERMS

15. **Terms:** This agreement supersedes all previous management agreements, both verbal and written. This agreement will be for a period of 12 MONTHS starting from the execution date and will be automatically renewed, annually, from the original execution date, unless written notice is received 30 days prior to renewal. If owner prematurely terminates agreement for any reason, owner will pay to manager an early termination fee of \$500.00. Upon termination, all monies due to owner, if any, will be returned within 30 days.
16. **Owner Warranties/Disclosure.** Owner agrees to indemnify and hold harmless the Manager, agents & employees against any claims that may arise from: (i) the Owner providing incorrect or inaccurate information regarding the Property; (ii) the Owner failing to maintain the property according to local and city code and laws and/or disclose material information regarding the condition of the Property, including, but not limited to, the condition of all appliances; the condition of heating, plumbing, and electrical fixtures and equipment; sewer problems; moisture or other problems in the roof or foundation, and (iii) any injuries resulting from any unsafe conditions of the Property. Owner agrees and confirms that the property complies with all city or local codes and zoning regulations and is liable for all non-compliance items. Owner agrees to replace, repair, and/or maintain ALL lease and property included appliances and equipment under normal use and wear and tear.

17. **Utilities.** The Owner shall establish "Landlord Agreements" or contracts with ALL pertinent utility companies in the case the tenant defaults on utility payments or vacates the property. The Owner is responsible to make sure all utilities remain ON if the property becomes vacant at any given time.
18. **Equal Housing Opportunity.** The Owner shall comply with all Federal, State and local fair housing laws.
19. **Eviction.** In the event an Unlawful Detainer Action is necessary, the Owner shall be responsible for all expenses incurred in connection with the Unlawful Detainer Action. Any notices served by Manager to tenant prior to this action are of no extra charge to the Owner.
20. **Assignment of This Contract.** This agreement is expressly assignable to another qualified property management company at the discretion of Belden Real Estate Management.
21. **Additional Fees.** Non-refundable deposit of \$100 is charged at lease signing *to the tenant* on units rented for over \$800.00 per month. \$50 is charged for units rented for under \$795.00 per month. If additional time and representation is required by Manager on behalf of Owner after the termination of this contract for court cases or other, Owner will compensate Manager for time and services provided at \$75.00 per hour.

Property Owner Signature Date

Property Owner Signature Date

Belden Real Estate Management Date
1086 E HWY 193 #105
Layton, UT 84040
info@beldenrem.com
www.beldenrem.com
(801) 695-2020

Congratulations! You have made a great choice. For further peace of mind:

*****30 DAY MONEY BACK GUARANTEE*****

If you are not completely satisfied with our services within the first 30 days of signing this agreement, we will terminate this agreement upon receipt of written notice and also refund your set up fee.

Please scan and email all forms to info@beldenrem.com

OR

Fax to 801-416-0784

OR

We can meet at your property or at our office. For appointments at the office please call us ahead of time as we are there by appointment only.

ADDENDUM 1 TO MANAGEMENT AGREEMENT

“Good Landlord Program”

**APPLICABLE TO CLEARFIELD, SALT LAKE, and OGDEN, ROY, WASHINGTON
TERRACE, SUNSET. Other cities as applicable.**

Many cities in the state of Utah are instituting this program. For cities not listed above, Owner agrees to inquire with the city in which the property is located to know whether or not this program has been implemented, fill out the forms necessary for your property rental business license, and pay the fees as applicable on a yearly basis or as necessary by law. Owner agrees that a business license may or may not be required in the city where the property is located. Owner agrees to complete all paperwork and requirements according to the city requirements and comply with all code and business licensing requirements.

Owner agrees that we do not guarantee we will certify or license your property on your behalf or that we will be participating in the good landlord program in the future. As long as we are participating in the program you may receive the business license discount for your property. We do not guarantee future participation with this program and a business license is still required in these cities regardless of ours or your participation. Owner authorizes Manager to pay your licensing fees on your behalf as long as we are notified by the city or Owner of such renewal.

I understand the implementation of this program and business licensing.

Owner Signature _____ Date _____

ADDENDUM No 2 TO MANAGEMENT AGREEMENT

PETS

By signing this addendum I understand this addendum and authorize, am negotiable to, or decline pets at the property listed in the management agreement.

***Manager does not guarantee the Lessee will not be dishonest in allowing unauthorized pets or animals on the premises. Although, if and when Manager becomes aware that they are violating this lease term, Manager will notify Owner. The lessee is legally liable for any and all damage or injury that is caused by any pet or animal whether authorized or not authorized by the owner or manager. Manager does not guarantee that a pet deposit paid on behalf of the authorized pet will cover all expenses associated with pet and animal damage.**

Manager does not guarantee how much of a deposit will be paid by Lessee or when it will be paid. Manager also does not guarantee what type of pet will be in the property although we prefer not rent to Lessees possessing Pit Bulls or Rotweilers or other similar breeds.

_____(initial) **I accept** pets at the above listed property, with an additional pet deposit.

Owner Preferences:

_____(initial) **I do not** accept pets at the above listed property.*

Owner Signature

Date

Unit Information For Listing (Please be as detailed as possible)

| | | | | | | | | |
|--|------------|--------|----------------------|----------|-----------------------------|-------------------------|----------|-------|
| Smoking/ers | Yes | No | Notes: _____ | | | | | |
| Pets:see addendum | | | | | | | | |
| Electric | Tenant | Owner | | | | | | |
| Gas | Tenant | Owner | | | | | | |
| W/S/G | Tenant | Owner | Notes: _____ | | | | | |
| <u>Amenities INCLUDED*</u> | | | | | | | | |
| Bedrooms | Main Level | _____ | Upper | _____ | Basement | _____ | TOTAL | _____ |
| Bathrooms | Main Level | _____ | Upper | _____ | Basement | _____ | TOTAL | _____ |
| Year built | _____ | | | | | | | |
| Type | House | Duplex | Apt. | Condo | Other: | _____ | | |
| Square Ft. | _____ | | | | | | | |
| Acres | _____ | | | | | | | |
| Parking | Off Street | _____ | Garage | _____ | Carport | _____ | | |
| A/C | Central | Swamp | NONE_____ | | | | | |
| Cable TV | Wired | Dish | Other: _____ | | | | | |
| Disposal | Yes | No | | | | | | |
| Dishwasher | Yes | No | | | | | | |
| Gas Heat | Yes | No | Elec. Heat | Yes | No | | | |
| Fireplace* | Yes | No | Gas | Electric | *See lease for wood burning | | | |
| Fenced | Yes | No | | | | | | |
| Furnished | Yes | No | | | | | | |
| Patio/Deck | Patio | Deck | | | | | | |
| Fridge | Yes | No | Range | Yes | No | Gas | Electric | _____ |
| Shed | Yes | No | Available to tenant? | Yes | No | | | |
| Sprinklers | Yes | No | | | | | | |
| Hook-ups | Yes | No | Laundry Room | Yes | No | | | |
| Washer and Dryer | Yes/ No | | Microwave | Yes/ No | | Other Appliances: _____ | | |
| Included | | | Built in | | | | | |
| Other Amenities (garages, pools, trails, etc) _____ | | | | | | | | |

Water Softener:_____ (We do not check or maintain these systems although our lease does require the tenant maintain them with salt as needed)

Refrigerator and other appliance filters: These are not routinely checked although some tenants do change these periodically. It is the owner's responsibility to set up service contracts with the appropriate personnel for the maintenance of these items.

Date Available for move in: _____ **Notes:** _____

Desired Rent*: _____ **Notes:** _____

*Because of market changes and fluctuations, we cannot guarantee the home will rent at any specific amount. The desired rent amount may or may not be what we can actually rent your home for. We will give you recommendations based on market. Contact us for any questions.

HOW'D YA FIND US?

To better improve our services and advertising efforts, please provide us with the information on who referred you to us (name of person or company who referred you) or where online, website or location you found our company listing (Google, Yahoo, DexOnline, BBB, All Property Management, Etc.)

If your property is currently rented please provide the necessary contact information below: Please include a copy of their lease if they are on a current lease term. If they are vacating, please confirm.
Tenant Name(s) : _____

Tenant Phone Number(s) : _____

Monthly Rent: \$ _____

Owner Information- Please fill out form completely. PLEASE email us any changes of addresses, phone numbers and emails during the term of our agreement. Very important!

| | | | |
|---|--|---|-----|
| (Name used for tax records and payments) | | | |
| Last Name | | | |
| First Name | | | |
| Business Entity Name IF Applicable | | | |
| Nickname | | | |
| Home phone # | | | |
| Cell phone # | | Extension | |
| Work fax # | | | |
| Pager # | | | |
| Home phone # | | E-mail address | |
| (Notify us within 10 days of any changes) Mailing Address | | | |
| City | | | |
| State | | Zip code | |
| REQUIRED: List Social Security # for 1099 form that corresponds with the full name/ legal entity listed above. | | Tax I.D. If owned under a corporation, LLC, etc. | |
| Name of spouse | | Spouse nickname | |
| Is spouse a co-owner? | | (yes) (no) | |
| Spouse work | | Extension | |
| Spouse work fax # | | | |
| Spouse pager # | | | |
| Spouse cellular # | | | |
| Spouse email | | | |
| Co-owner(s) | | | |
| Split of owner ship (list name & %) | | % = | % = |
| Split of owner ship (list name & %) | | % = | % = |
| Co-owner(s) home # | | | |
| Co-owner(s) business # | | | |
| Co-owner address | | | |
| | | | |
| Is property in a trust? | | (yes) (no) Trust name: | |
| Is property in a business name? | | (yes) (no) Name: | |
| Emergency contact # | | | |
| Emergency contact home # | | | |
| Emergency relationship - (son, etc) | | | |
| | | | |
| *Insurance company for property | | | |
| | | | |
| Insurance policy number | | | |
| Insurance agent name | | | |
| Insurance agent's telephone | | | |

INSURANCE: *We recommend that all clients contact their insurance agent and change their Homeowner's Policy to a Landlord Policy. The yearly cost is usually the same or close to the same (depending on the insurance company), but the coverages are much better for a tenant/landlord set up. For example, they will sometimes cover things such as, allowing the tenant to stay in a hotel if the property is flooded and/or pay you rent during the time of vacancy during repairs, etc, whereas a normal homeowner's policy would not cover such items. This is only an example of what we have seen in the past, but you will need to check with your agent or insurance company to find out the details of the included coverages.

UTILITIES: Also please contact all utility companies and set up "Landlord Agreements" with them to ensure all utilities remain ON until a tenant moves in, once a tenant moves out, etc. If applicable, let them know that Belden Real Estate Management is managing your property so we have authorization on the account in case we have to call for balances or payment information.

DIRECT DEPOSIT

This form is to set up to electronically transfer your rent funds each month! Please complete this form. (If you do not complete the form, we will simply mail the payment to the most current address. Please advise us of any mailing address changes via email)

Belden Real Estate Management

Direct Deposit Agreement Form

I hereby authorize **Belden Real Estate Management** to initiate automatic deposits to my account at the financial institution named below.

I also authorize **Belden Real Estate Management** to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold **Belden Real Estate Management** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until **Belden Real Estate Management** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the accounting department.

Name As Spelled On Account: _____

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

CIRCLE ONE: Personal: Checking / Savings
OR Business: Checking / Savings

Authorized Signature (Primary): _____ **Date:** _____

Authorized Signature (Joint): _____ **Date:** _____

Online Owner Access: See your financial statements any time!

Our new accounting system is user friendly and allows our clients to access their financial statements any time, day or night, weekends, and 24/7.

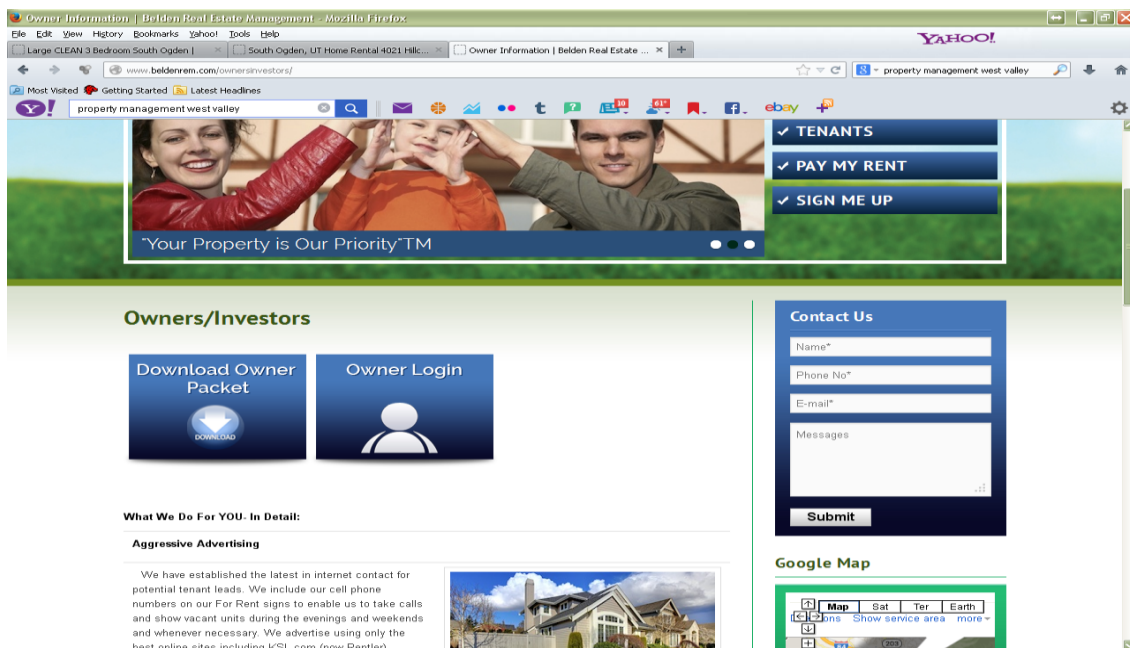
We of course can send you statements as requested via email if you are not able to access your system due to the lack of internet connection or other problems. Just let us know and we will send it to you!

For online access, please go to: www.beldenrem.com/ownersinvestors/ and click on “Owner Login”

This will take you to a page where you can enter your **last name** as the user name and **123456** as the default password. Once you are in click on **“Reports”** and you can download multiple types of reports with multiple date ranges.

You can also add your email, change your user name and password and more!

For assistance, please email us at info@beldenrem.com.



(KEEP THIS PAGE FOR YOUR RECORDS)

Property Maintenance Services (YOU KEEP THIS PAGE)

- We provide our tenants with 24-hour repair services. This does not guarantee our technician or contractor will be able to address or repair the issue within 24 hours, but we are available to communicate with the tenant for issues and coordinate the repair with them. The following are considered emergencies (examples only; there may other issues that are not listed here): No heat or A/C in extreme hot or cool temperatures, Flooding water due to ruptured piping or faucets/valves, gas leaks or odors, etc. Most emergency items are contracted out to outside vendors and contractors.

NOT considered emergencies- examples: (to be handled or scheduled the next business day) would include a freezer not working, no hot water, drippy faucet, etc. Most maintenance is not an emergency and can be addressed during business hours. This will help reduce your expense as much as possible while providing the best customer service on behalf of the tenant.

- We minimize the cost of the most basic repairs and maintenance using our in-house maintenance personnel. When dealing with HVAC issues, major plumbing problems, and complicated repairs, we will contract these out. For expensive repairs, we can provide estimates and let you make the decision on which company or contractor to use. You are also welcome to look into different bids and estimates.
- We can coordinate property reconditioning, including painting, window coverings, new flooring and carpet cleaning.
- We arrange for any necessary services such as utilities, gardening, and snow removal, house cleaning, and advertising. We do not charge to arrange and coordinate such services. This is included in the management fee.

Billable Rates

| | | |
|-------------------------------|-------------|-----------------------------------|
| Maintenance labor rate | \$30/ hour* | |
| Dispatch Fee of labor) | | \$60.00 (applicable to first hour |
| Sprinkler/Fertilizer Service | | Contracted out |
| Swamp cooler setup /shut down | | Contracted out |
| Furnace Filter Cleaning | | See attached plan \$30/ hour* |
| Emergency Repair Service | | Contracted out |

*ALL RATES/PRICING SUBJECT TO CHANGE.

Home Warranties:

Owner agrees that we will not coordinate maintenance through home warranties. If you choose to keep a home warranty in place. We will simply notify you of pending repairs needed and allow you coordinate service through the warranty company. They can then contact the tenant to schedule service. Contact us for details and information about this.

Scheduled Maintenance

Belden Real Estate Management customizes it's maintenance services and plans based on your property's needs. We want to be clear about what kind of maintenance services you would like us to perform on a yearly basis. Please sign for all services you would like us to perform and write the yearly total in line below. We appreciate your time in completing these forms. If any services do not apply to your property, simply do not return the form. If you need a service that is not on this plan, please let us know by sending an email request to info@beldenrem.com. Thank you.

NOTE: We require the owner repair or replace appliances or machinery that break down under normal wear and use during the lease period if such is supplied, unless it can be determined that excessive wear, abuse, or damage by the tenant was cause of the break down. We recommend excluding washers and dryers for this reason. Also due to the additional liability involved with leaving lawn mowers, chain saws, hot tubs or pools, etc or any potentially dangerous equipment on the property, even if it is for the tenant's benefit, we recommend you do NOT leave those items. Tenant should supply their own. Normal wear and tear of your property should be expected and periodic repairs and upkeep will be required to keep your property in good condition.

List of Services:

FURNACE FILTER SERVICE

Most tenants do not replace filters simply because they forget or do not know how to, for this reason, this service is highly recommended.

We recommend that furnace filters be replaced at least 3-4 times a year for all units with A/C or central air and 2-3 times a year for NON A/C units (Furnace only units) If you sign up for this service, we will automatically replace it during each walk through for A/C and furnace units and replace it during the colder months on the Furnace Only units.

Rate: Flat Fee \$20 per unit/ per property walk through and \$30 for furnaces requiring two filters. We use pleated 3 month filters on most units. (Prices may vary for different sized filters and systems)

I authorize Manager to replace the furnace filters for all properties and units listed in my management agreement. Owner agrees that filters may be replaced as frequently or infrequently as Manager deems necessary. Owner will only be charged for the service when provided. Owner agrees that Manager is not liable or responsible for other maintenance to the HVAC system

SIZE OF FILTER (If known) or other pertinent information: _____

Owner Signature

Date

SWAMP COOLER SERVICE

Start Up in Spring and Shut Down in Fall

Spring: Uncover unit, connect power, repair and connect water lines, open vent, ensure proper running/ functioning condition.

Winter: Cover the unit with plastic or cover if provided, unplug unit from power, drain water completely, cover/ close vent, disconnect water supply and turn off completely.

Additional services such as replacing motors, replacing filters, replacing the entire cooler, running new water lines can be provided upon need. These are items contracted out to outside vendors. Their rates vary depending on the service.

Rate: This service is contracted out to outside vendors / contractors.

I authorize Manager to start up and connect the swamp cooler every year in the Spring and shut it down in the fall for all units listed in my management agreement. I authorize any repairs as are needed to maintain the swamp cooler.

Owner Signature

Date

SPRINKLER SERVICE

We recommend that all sprinkler zones, heads, lines, and valves be checked in the Spring to ensure they are properly functioning and then shut down properly in the fall. We use an outside vendor or contractor for most maintenance and repairs on these systems. Generally they charge \$30-35.00/hr plus materials for all maintenance and repairs on sprinkler systems. (prices subject to change without notice)

Fall: They recommend blowing out all lines even if you have a self draining system because sometimes the drains can get clogged. This service would include blowing out all lines and zones so they do not freeze (if applicable to your system), turning off power to timer, closing valve to secondary water connection close to October 15th (if applies to your property).

Spring: This service would include turning on water supply, turning on and setting timer to best efficiency possible, clearing debris from lines (removing heads if necessary), setting sprinklers to water correctly and efficiently, turning on secondary water close to April 15th (if applies to your property), ensure system is running properly and efficiently.

RATES: These services are contracted out to outside vendors/contractors. Their rates are typically about \$35-40 per hour for repairs. With our current vendor, they are typically about \$80 per season to set up and start systems and apply fertilizer, shut down and fertilizer in the fall (\$40 per). This does not include repairs or additional work needed to get the system running.

*All rates subject to change

I authorize Manager to service the sprinkler system twice per year for each unit/property listed in this management agreement.

Owner Signature

Date

LOCATION OF MAIN VALVE (State if Culinary or Secondary)

You can also draw a map here:

LAWN FERTILIZER APPLICATION SERVICE

Lawns need special attention and treatment during the year. Our sprinkler service vendor or contractor can apply fertilizer your lawn at the same time the sprinklers are serviced, to help preserve it's health and beauty and control weeds. They will apply this during the sprinkler service twice per year. Spring and Fall applications are the minimum recommended. When signing up for this service you are automatically going to receive two applications per year. We don't currently provide a service that applies fertilizer more frequently or less frequently.

RATES:

Minimum *\$40 Per Application (Our current vendor cost)

Weed pulling, trimming, clean up, mowing, and other landscaping maintenance is charged at hourly rates. Our hourly rates are minimum \$30/ hr for maintenance, repair, upkeep. If you would like these items completed please contact us to set this up.

I authorize Manager to apply Fertilizer/ Weed Killer to my lawn.

Owner Signature

Date

*All rates subject to change.

Please contact us for any additional services or repairs so we can help you get it done!

Please Fax All Signed and Completed Forms To: 801-416-0784

Also, you can scan and email to info@beldenrem.com

Belden Real Estate Management

"Your Property Is Our Priority!"

PH 801.695.2020

Fax 801.416.0784

www.beldenrem.com

info@beldenrem.com