OKLAHOMA RED DOOR MANAGEMENT

PROPERTY MANAGEMENT SERVICES

Exhibit A.1

Premium Rate(s)	
Single Family Dwellings	10% of gross intake
Multifamily from 4-10 UNITS	8% of gross intake
Multifamily 11-50 units:	7% of gross intake
Multifamily 51+ units:	6% of gross intake
Multifamily 200+ unit	Negotiable
Basic Rate (s):	
Single Family:	8% of gross intake (income only)
Multifamily up to 20 units:	7% of gross intake (income only)
Multifamily 21-150 units	6% of gross intake (income only)
Multifamily 151+ units:	4% of gross intake (income only)
Minimum Rate:	
Single Family – 5 units only:	5% of gross intake
Additional Services	
In-House Maintenance Rate(s): Owners may employee their own staff through the property tax id number and operating account. There is a 5% of total payroll added for supervision to the total cost and processing.	Tier 1: $25.00/hr (grounds pick up, cleaning) Tier 2: $32.00/hr advanced specialized services (plumbing, light electrical etc) Tier 3: $42.00/hr + equipment (specialty trade) $50.00 min
After Hour Maintenance (between 5:30pm – 7:30am for in-house only)	$50.00-$70.00 / hour
Contractor Supervision & Vendor insurance coverage of contracted out jobs Below $2,500 bids Bids of $2,500 - $50,000 Bids over $50,000	 10% of accepted contract 5% of accepted contract 2.5% of accepted contract
Eviction Fee:	$50.00 plus filing fee
Software Fee & Online Member Access (available for transfer upon management termination)	$110.00/month
Leasing Fees:	
With Management Agreement	½ of first month's rent
Without Management Agreement	Compensation equal to 1 mth rent
Multifamily (Apartments) over 10 units	$100.00/flat
Initial Set Up Fee on contract with more than 20 units	$100.00 - $500.00
Detailed Inspection Reporting (annual & move out)	$50.00 - $150.00 per unit
Drive By Inspection Reporting	$25.00 per unit
Additional Newsletter Creation/Publication	$100.00 / set up plus cost of printing and distribution

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PROPRETY MANAGEMENT SERVICES

Exhibit A.2

SERVICES	Premium	Basic	Minimum
24 hour emergency maintenance & phone services	X	X	
Accounting and invoice processing	X	X	
Arranging property maintenance and repairs in accordance with clients special instructions	X		
Bid management on repairs exceeding $2000.00 by more than two (2) insured vendors (depending on contract)	X	X	
Monthly financial statements (Out by 15th of each month with guarantee)	X	X	
Multiple detailed financial report types available	X		
Collection of rental payments, timely tenant collection notices & polices (in accordance with State Statute)	X	X	X
Comprehensive lease agreement preparation and execution	X	X	
Copies of all property expense receipts	X	X	
Eviction Service	X	X*	
“Feature Property” Marketing	X		
Forecasting and Budgeting	X		
Liaison between Landlord and Tenant	X	X	
Maintenance of advanced management software	X	X	
Marketing the property for lease	X	X	
Annual building inspections by management (report complete w/photos)	X		
Quarterly exterior inspections by management	X		
Registered banking/trust accounts with Oklahoma Real Estate Commission	X	X	X
Privately held bank account in Owners name	X		
Preparation of particulars of property and rental valuation	X		
Preventative maintenance program	X		
Private online owner access to management software for ‘real time’ accounting	X		
Reduced leasing fee	X	X	
Leasing 12 month warranty	X		
Rent reviews and tenancy renewals with supported increases (if applicable)	X	X	
Resident website portal & online access	X	X	
Screening and verifying all references on all prospective tenants	X	X	
Supervising of all daily activities related to management of property by a licensed Broker	X	X	
Advanced tenant relations	X		
Collection of first months rental in advance & security deposit	X	X	
On-demand collection reports	X		
Work order / maintenance log	X	X	

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