

CONDON PROPERTIES, INC.

Sales • Rentals • Professional Real Property Asset Management

Property Owner Management Line Card

Condon Properties, Inc. delivers comprehensive, professional real property asset management designed to maximize investment performance, protect property value, and ensure seamless operations for property owners. Below is your guide to our mutual agreement terms, fee structures, and responsibilities.

1. MANAGEMENT AGREEMENT & PLACEMENT TERMS

- **Management Agreement Term:** 18-month base duration.
- **Automatic Extension:** Passive renewal featuring a 2% annual increase in Rent to Owner.
- **Cancellation Policy:** Permitted at any time prior to the final 30 days of the agreement. *Note: Cancellation is strictly prohibited within the final month.*
- **Tenant Placement Framework:** Placements are structured for 7 months to 1 year. Extensions require individual landlord approval and incorporate a 4% annual increase in the tenant's rental rate.

2. PROFESSIONAL FEE SCHEDULE

Fee Type	Rate & Distribution Terms
Management Fee	Structured on a sliding scale based on the monthly rental rate, calculated per Rental Unit or individual Lease. • Baseline Reference Rate: 8% on a \$2500/month rental
Leasing Fee	½ of the final month's rent of any lease (minimum 7-month lease duration), payable to the Manager upon receipt.
Renewal Fee	½ of the final month's rent of any subsequent lease (minimum 7-month duration), payable upon receipt. <i>For extended leases exceeding 12 months, a fee equivalent to ½ of each 12th month's rent is payable to the Manager.</i>

3. DIVISION OF DUTIES & PARTNER RESPONSIBILITIES

What We Handle (Property Manager)

- Comprehensive marketing, tenant sourcing, and rigorous background screening.
- Complete legal contract preparation, tenant execution, and ongoing relations.
- Timely rent collection, secure trust account management, and scheduled owner distributions.
- Routine maintenance labor for minor repairs and oversight of 3rd-party contractors (up to 4 hours per leased unit, per month included).

Additional maintenance hours requested and approved in advance are billed at a contract labor rate of \$60/hour (subject to a 5% per annum adjustment).

What You Maintain (Property Owner)

- Final selection approval and lease signatures for qualified candidates.
- Establishing and maintaining a dedicated maintenance capital reserve fund (minimum thresholds tbd).
- Maintaining required property liability insurance, naming the Manager and Management Company as additional insureds, and indemnifying the Manager from individual liability.
- Funding major repairs exceeding standard allowance, unforeseen damages, and force majeure/acts of God repairs.

4. REGULATORY COMPLIANCE & INVESTMENT RESTRICTIONS

- **Legal Access Standards:** Owner access is strictly limited to legally permitted entries only. Proper formal notice must be given to respect tenant privacy rights. The property boundaries and building envelope are clearly defined to ensure resident quiet enjoyment.
- **Property Alterations:** To protect active rental pipelines, owners may not initiate major physical alterations or rehab projects during an active management contract without prior Manager approval.
- **Legal Assurances:** All actions comply fully with local, state, and federal guidelines, including Fair Housing mandates.

Notice: Specific contractual obligations are fully governed by executed property management agreements.