

For partial management of building, which includes the following, MBT Services Corporation will charge 4% of gross rents:

1. RENT COLLECTION. MBT Services Corporation will collect all rent and other income when due and will deposit said revenues in Owners account. We will handle all late rent notices, five-day notices and eviction proceedings, if necessary. Any security deposits received will also be deposited into Owner's account. While careful tenant screening minimizes payment problems, MBT Services Corporation retains an experienced eviction attorney whose fees and expenses will be billed separately.
2. MAINTENANCE/REPAIR. MBT Services Corporation employs experienced and qualified maintenance/repair personnel on a full-time basis. All maintenance and repair work will be billed separately. MBT Services Corporation maintenance personnel will be billed at \$24.00 per hour and repair services will be billed at \$28.00.

We maintain relationships with outside contractors for major repairs. The Owner will be consulted before any major repairs are undertaken. The Owner contracts with and pays directly any outside contractors.

3. TENANT REQUESTS. MBT Services Corporation will act as liaison between tenants and Owner. We will respond to tenant requests and complaints and will coordinate resolution of same with tenant.

MBT Services Corporation will also lease apartments, which includes our advertising the apartment, screening tenant applications and arranging for credit checks. Once an Owner has approved a tenant, we will prepare the lease, acquire signatures and work with tenant on moving-in details. MBT Services Corporation is currently charging one month's rent as our leasing commission. There is a \$25.00 fee for renewal leases.