



**TRIKE
PROPERTY
MANAGEMENT**
Real Estate Investment
& Management Service

Dear Property Owner:

Thank you for taking a moment to inquire about **Trike Property Management**. Enclosed is information regarding our company detailing the services we offer and the bottom line costs of those services'. Presently with hundreds of multi-family apartment units under our full service management program, Trike Property Management specializes in serving the needs of real estate investors by supplying management and maintenance services to multi-unit apartment buildings. We cater to buildings in size from 8 units to 200 units. We do not service duplexes or single family homes. We realize real estate investors like you need a management company that does more than simply pay their bills. Our mission is to manage and maintain investment property to be profitable to its greatest potential. To accomplish this, our maintenance department has several service vehicles on the road every day and is equipped with a full-time staff to meet the needs of your tenants and investment real estate.

Trike Property Management also has a group of trained and knowledgeable staff members, whose job is to make sure we rent your apartments at market rent or better. Working as rental agents and property managers they keep the properties we manage rented and generating income. We know what is important to you and recognize you expect a return on your investment. When necessary we obtain an attorney for eviction purposes at a low cost and pass the savings on to you. Our management services include computerized monthly reporting and with a fiduciary responsibility to our clients and customers we are *Professional, Dependable, Honest, Licensed & Insured*.

We appreciate your time and interest and look forward to the possibility of assisting you and your properties in the future. After your review of the enclosed information please feel free to contact us at (414) 332-5500 with any questions you may have. We will be happy to answer any of your questions or schedule a time to meet to describe our complete *Full Service Property Management Program*.

Thank you for considering Trike Property Management.

Sincerely,



Michael Askotzky
Trike Property Management
encl.

Mailing Address:
Trike Property Management
P.O. BOX 11159
Milwaukee, WI 53211

Physical Address:
Trike Property Management
6519 W. Greenfield Avenue
West Allis, WI 53214

Phone: 414-332-5500
Fax: 414-332-5511
Web: www.trikepm.com
Email: maskotzky@trikepm.com

Trike Property Management



Mission Statement

To manage and maintain property to be profitable to it's greatest potential. Our basic responsibility is to protect the value of the Owner's investment while maximizing the Owner's return on investment.

Management Services	Trained & Certified	Maintenance Services
Leasing/Renting/Rent Collections	Fair Housing Practices	Cleaning
Electronic Rent Collections via ACH	Landlord Training	Carpentry
Credit Card Acceptance for Rent	Rental Guidelines	Grass Cutting
Computerized Record-keeping	Legal Rental Procedures	Snow Plowing
Bill Disbursement	Collections & Evictions	Apartment Up-dating
Tenant Check-Outs	Boiler Operation	Painting & Drywall work
Property Inspections	Condominium Associations	Plumbing & Electrical
Credit Checks	Eviction Service	24 Hour On Call Service

Professional, Dependable, Honest, Licensed & Insured

Trike Property Management

*Quality, Clean, Comfortable & Affordable
Apartments of All Sizes All Over Town*

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Apartment Management Fee Structure

6 - 7 % Of the Monthly Gross Income

Call For Your Personalized Quote Today

Plus Maintenance *

(see price sheet on page 5 for schedule of rates)

* It is understood and agreed if Trike Property Management (TPM) performs repairs and maintenance at a property they will be billed as shown in the Services Offered table on page 5 of this packet. When other vendors or outside contractors are retained our rates do not apply. TPM normally handles the majority of the repairs required by most properties it manages. Maintenance Fees and Rates are subject to change.

Plus Rental Commission

There is a \$75.00 additional charge for each apartment rented.



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Maintenance Fees / Rates

It is our preference to have our fees and rates reflect our true costs rather than increase or add on additional surcharges, fuel charges, excessive trip charges and other types of annoying fees. Therefore we charge a nominal trip charge fee of \$10.00 per work order. Our rates for maintenance and evictions are shown below:

Service Offered	Hourly Rate
Common Area Maintenance	Quoted By The Job (Hallway cleaning etc.)
Inside Apartment Cleaning	Quoted By The Job
Handyman services	\$30.00 per man hour
Carpentry jobs	\$37.50 per man hour
Minor Plumbing jobs	\$37.50 per man hour
Minor Electrical jobs	\$37.50 per man hour
Beeper Response	\$45.00 per man hour (after hours & weekends)
Snowplowing	\$75.00 per man hour + Salt
Painting	\$Average Apartment Price Range
Efficiency Apartment	\$300.00 - \$500.00 (est.)
1 Bedroom Apartment	\$500.00 - \$700.00 (est.)
2 Bedroom Apartment	\$700.00 - \$900.00 (est.)
3 Bedroom Apartment	\$900.00 - \$1200.00 (est.)
	All of the above prices are for labor only. All paint and materials are extra. Prices for painting reflect one coat. Most paint jobs contracted out. In most cases we can paint an average apartment excluding the ceilings; that requires only minor patching as shown above.

We do also charge a \$10.00 Service Call Fee on each work order.

All prices are subject to change.

Trust Trike Property Management
to manage and maintain your properties.



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Condominium Association Management Services Offered

The following is an outline of the services available from Trike Property Management. Unless otherwise specifically noted, these services are included in the negotiated management fee.

MAINTENANCE MANAGEMENT



- Create a continuing building, grounds and preventive maintenance program
- Manage outside contractors
- Obtain or create contracts for all necessary goods and services
- Inspect the property regularly for defects and improvements and notify the Association of recommended improvements

FINANCIAL MANAGEMENT



- Prepare an annual operating and capital budget
- Prepare monthly and annual financial statements.
- Maintain segregated bank accounts for all Association activity. No funds are co-mingled with other properties or Associations
- Coordinate preparation and filing of Federal and State tax returns for the Association
- Provide a business address for all bills and receipts
- Billing and collection of all Association fees and monitoring of delinquency
- Pay all approved bills

STAFFING AND BENEFITS



- Identification of on site staffing needs, if any
- Hiring, training, supervision and termination of on site staff

PROJECT MANAGEMENT

- Act as project manager to supervise major repairs and improvements. This service which is at an additional fee includes development of project scope, coordination with Architects and Engineers, bidding, contracting, project oversight, contract management and communications with the Association

ADMINISTRATIVE MANAGEMENT



- Maintain up to date association records to include all condominium documents, correspondence, contacts, insurance, financial records, and maintenance records
- Monitor the rules and regulations of the property, report violations and assist Trustees with enforcement
- Correspond with unit owners, tenants, vendors, governmental officials and other related entities
- Maintain a resident roster and/or rent roll and update as required
- Attend annual Association meetings
- Provide for the distribution of meeting minutes

INSURANCE ADMINISTRATION



- Solicitation of bids from qualified agents and carriers annually for the renewal of the master insurance policy
- Reporting, oversight and administration of insurance claims (additional fee)

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Condominium Management

PRICING STRUCTURE

\$700.00 for the first 20 units per month

\$25.00 per month each additional unit

\$89.00 Per Hour - Meetings & Inspections, etc.

SERVICES OFFERED

- Collections
- Budgeting
- Management
- Vendor Relations
- Maintenance
- Record Keeping
- Accounts Payable
- Owner Relations
- Property Inspections



Call Us Today For Your
Condominium Association Needs
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Responsibility of Property Management



1. To preserve the owner's investment through the planning of long term improvements for common areas and units. If the owner and manager agree that the property should be improved in the future, the manager should budget accordingly to cover the cost of the future improvements.

2. To maximize income by:

- a. Marketing space and setting market rents by comparing rents of similar properties and ensuring rents cover operating expenses, fixed costs, and profit on the owner's investment.
- b. Planning miscellaneous expenses so they contribute to the rental attractiveness of the building and to its value.
- c. Screening tenants as to their ability to pay rent and their history of taking care of their leased property. Credit and employment checks are usually ordered and evaluated. Business tenants should be compatible with the building and other tenants.
- d. Collecting rents on a timely basis and enforcing eviction policies in the case of non-payment of rent.
- e. Keeping account books to remain accountable to the owners for all money received and paid out.
- f. Preparing budgets for the future and communicating with the owner.
- g. Enforcing lease requirements.



Fiduciary Responsibilities

Non-client funds from property management and rental accounts include rental application deposits, security deposits, and rent. They may usually be deposited in one of three accounts and it makes no difference if the owner is a licensee. They may be deposited in a regular trust account (non-interest bearing); an interest-bearing account if the broker gets the written consent from the parties and specifies to whom the interest will be paid (no interest may be paid to the broker); and **the rental owner's account. This is an account maintained by the rental property owner for the deposit and disbursement of the owner's funds. The broker may be designated as a signatory on the owner's account and authorized by the owner in writing to make disbursements from the account.**

It's as simple as 1, 2, 3!

1) We pay the bills 2) We collect the rents 3) You never get anymore calls!

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Rent Application Guidelines & Procedures

1. Rent/Apartment applied for may not exceed 30% of applicant's gross income.
2. Applicant must produce a picture I.D. as proof of identification.
3. Applicant must submit a signed and fully completed rental application including all contact names and phone numbers.
4. Co-signers or guarantors not permitted without a notarized written request from co-signer or guarantor. Co-signers must abide by all rental application guidelines and procedures prior to approval of any applicant.
5. Occupancy is limited to two persons per bedroom based upon size. Therefore apartment sizes are restricted to the corresponding number of occupants as follows:

Efficiency or Studio	limited to 2 occupants
1 Bedroom Apartment	limited to 2 occupants
2 Bedroom Apartment	limited to 4 occupants*
3 Bedroom Apartment	limited to 6 occupants*

*(Please note, no more than 3 unrelated parties may occupy one premises - per city ordinances)

6. Proof of any lawful source of income must be supported by current documentation at time of application.
7. If any eviction or criminal activity becomes known to Trike Property Management or appears on applicants verification report or credit check.
8. No accepted applicant for rental will receive keys to any dwelling until a full security deposit which is equal to that of one month's rent and first month's rent is received in full.
9. Trike Property Management abides by the Fair Housing Amendment Act which identifies "Protected Classes" from race, color, religion, sex, national origin to "family status" and "handicap". And as directed by the State of Wisconsin from sexual orientation, lawful source of income, marital status, age and ancestry.



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Management & Maintenance Services

*Protect the value of your investment property.
Maximize your return on investment.*

Upon acceptance of a management contract we need the following to get started:

1. Employer's Identification Number or Owner's Social Security Number.
2. Certificate of Liability Insurance.
3. Rent Roll w/list of tenants' complete names, address, unit numbers, phone numbers, rent and security a deposit amounts and lease expiration dates.
4. Tenant Leases
5. Up to date Delinquency List
6. Mortgage information
7. Keys to all apartments and common areas.
8. Most recent year-end operating statement and current year-to-date.
9. Operating Agreement, Consent Resolution & Article of Organization (if available).



Optional

If you would like to supply us with the following items we can organize these documents and keep them on file with all other records for your property.

1. Inventory
2. Deed
3. Survey
4. Title Policy
5. Appraisal
6. DILHR certificate
7. Closing papers / Offer To Purchase



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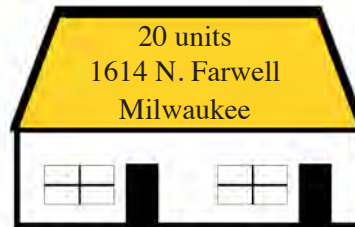
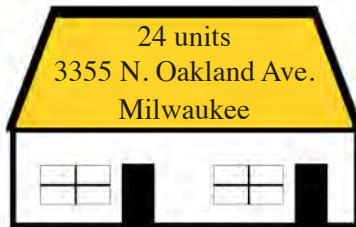
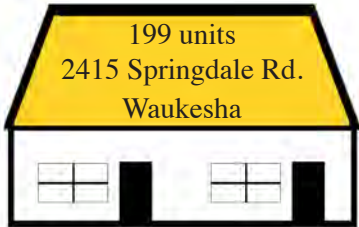
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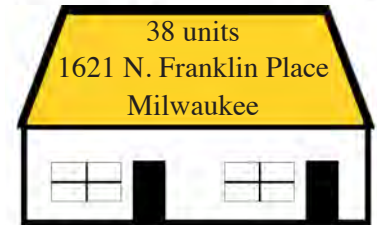
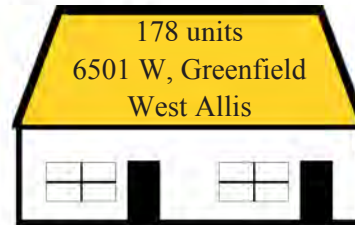
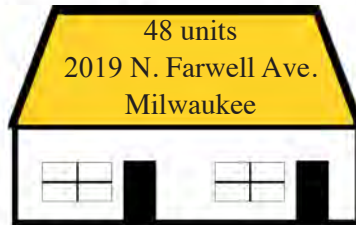
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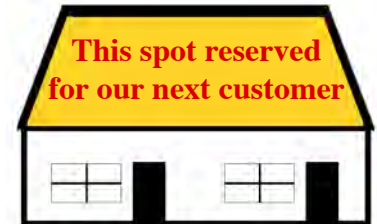
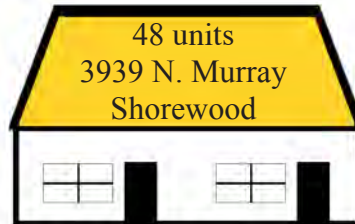
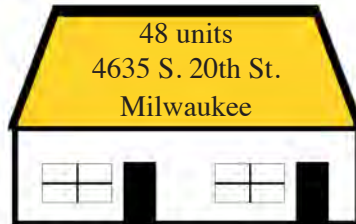
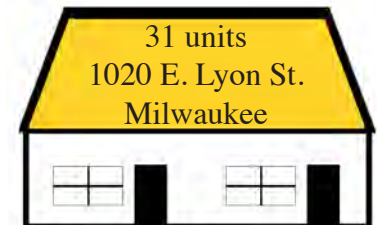
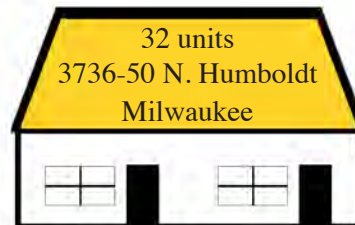
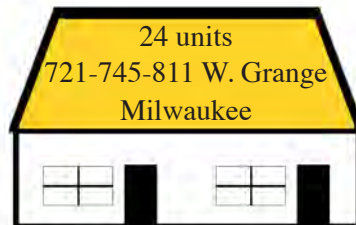
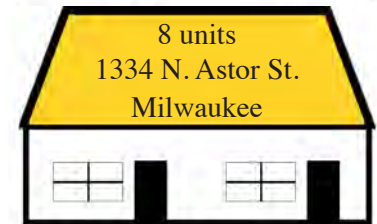
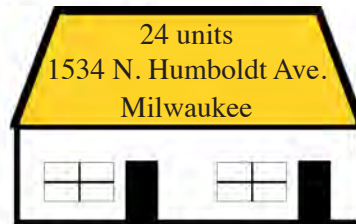
*We pledge personal attention and cost-conscious management.
Specializing in residential apartment building property management.*



Serving The Greater Milwaukee Area



- East Side
- South Side
- Southwest Side
- Southeast Side
- UWM Area
- Glendale
- Waukesha
- Cudahy
- Franklin
- West Allis
- Greenfield



We manage properties of all sizes all over town and cater to owners, and ownership groups of many types. We have a spot reserved for you and your properties.

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Management & Maintenance Services

ATTENTION:

Apartment Owners and Landlords
WE WANT YOUR BUSINESS!

Handyman Maintenance Services

We perform the following services: Painting, Patching, Drywall, Carpentry, Minor Plumbing, Minor Electrical, Snow Plowing, Lawn Mowing and More!

You'll like our work and professionalism.

If you are looking for a Dependable and Reliable company to provide these services at a fair price call us NOW! We only provide maintenance to properties we manage.

CALL US TODAY!
414-332-5500

Management Services

Our responsibility is to protect the value of the owner's investment, while maximizing the owner's return on investment.

Dedicated to Customer Satisfaction

We Pledge Personal Attention And Cost-Conscious Management

Specializing In Residential Property Management



Ask us about our full service management program.

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