



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,

A handwritten signature in black ink that reads "Michael Askotzky". The signature is written in a cursive, flowing style.

Michael Askotzky
Trike Property Management
encl.

P.O. Box 11159
Shorewood, WI 53211
Phone: 414-332-5500
maskotzky@trikepm.com
www.trikepm.com

Mission Statement



To manage and maintain property to be profitable to its 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 |

* Some maintenance services are provided in house and some services are provided by insured outside contractors that we have long-standing relationships with.

Professional, Dependable, Honest, Licensed & Insured





Apartment Management Fee Structure

Call 414-332-5500 For Your Personalized Quote Today

In Most Cases we charge 6 - 7 %
Of the Monthly Gross Income

Plus a Rental Commission - There is a \$75.00 additional charge for each apartment rented

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 | Contracted |
| Inside Apartment Cleaning | Contracted |
| Handyman services | \$55.00 per man hour |
| Carpentry jobs | \$55.00 per man hour |
| Minor Plumbing jobs | \$55.00 per man hour |
| Minor Electrical jobs | \$55.00 per man hour |
| Beeper Response | \$125.00 per man hour (after hours & weekends) |
| Snowplowing & Lawn Cutting | Contracted |
| Painting | Contracted |
| Extras | All the above prices are for labor only. All materials are extra. 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, schedule and maintain your properties.



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

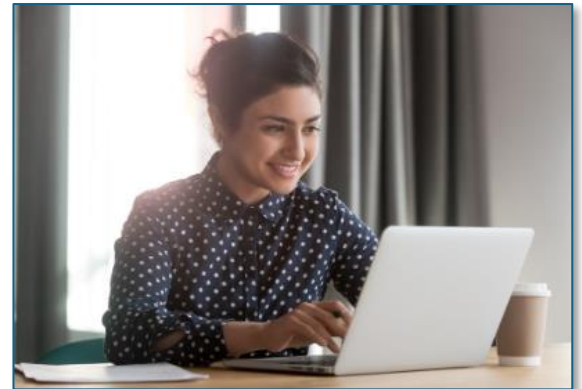
Non-client funds from property management and rental accounts include rental application deposits, security deposits, and rent. They may usually be deposited in one of three accounts and it makes no difference if the owner is a licensee. They may be deposited in a regular trust account (non-interest 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!

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.



Management & Maintenance Services

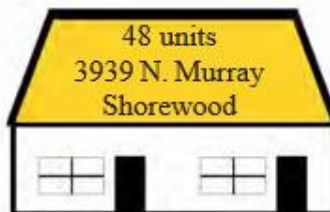
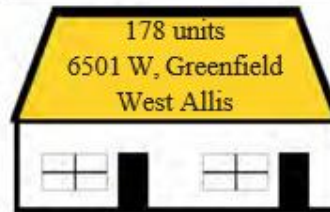
We pledge personal attention and cost-conscious management.

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.

Trike Property Management
Quality, Clean, Comfortable & Affordable

Apartments of All Sizes All Over Town

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. Updating Trike Property Management as Additionally Insured.
3. Rent Roll w/list of tenants' complete names, address, unit numbers, email addresses, phone numbers, rent and security deposit amounts and lease expiration dates.
4. Tenant Leases and up to date Delinquency List.
5. Mortgage information if any.
6. Keys to all apartments and common areas.
7. Most recent year-end operating statement and current year-to-date.
8. Operating Agreement, Consent Resolution & Article of Organization (if available).
9. Other as needed.