

Duties of Ryan Properties:

Owner hereby confers upon RPI the following authority and duties:

1. To abide by all fair housing laws.
2. To deliver to all new tenants pamphlets required by federal, state and municipal authorities, to include but not limited to agency disclosure, lead paint disclosure and mold disclosure.
3. To advertise the availability of the premises at owner's expense.
4. To screen and use diligence in tenant selection.
5. To negotiate and execute leases and rental agreements. Length of leases not to exceed twelve months or other _____.
6. To collect rents, security deposits and all other receipts and to deposit in trust account.
7. To deliver a report to Owner monthly itemizing the previous months and year to date income and expenses.
8. To establish and maintain complete files containing correspondence rent records, rental agreements and all other documents and papers pertaining to the tenancy and management of the property.
9. To respond to tenant complaints and inquiries.
10. To provide all services reasonably necessary for the proper management of the property including supervision of maintenance and arranging for improvements, alteration and repairs as may be required of Owner. To hire, supervise and discharge independent contractors required in the operation and maintenance of the property. RPI is authorized to make normal repairs up to the sum of \$_____.
11. In the event Owner is not available for consultation and the repair amount exceeds the amount shown above, RPI is instructed to make emergency repairs. It is agreed that all such contractors are employees of the Owner and not of RPI.
11. At RPI discretion, a 10% fee of gross invoices for all labor and material arranged for and contracted by RPI for remodeling, redecoration or repair of the premises may be charged. This provision will be applied when a repair project exceeds \$3,000 and RPI manages this project. For example, should Owner require RPI to solicit bids for a new roof, RPI is to be compensated for the management of this size of a project.
12. To employ attorneys at Owner's expense approved by Owner for the purpose of enforcing Owner's rights under leases and rental agreements and instituting legal action on behalf of Owner if necessary.
14. Perform all other services reasonably necessary for the care, protection, and maintenance and operating of the Property and prevention of waste, damage or injury thereto.
15. To Pay pay from rental income the following:
 - Mortgage Payment
 - Insurance Payment
 - Property Taxes
 - Water Sewer
 - Garbage Supplier
 - Other