



**109 Savin Hill Ave
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Dear Property Owner:

Thank you for considering At Home Real Estate Group, Inc. for your property management needs. It would be our pleasure to assist you with the management of your rental property. I would like to take a moment to follow up with you regarding our property management capabilities.

I hope you will take the time to go over the information provided to you. Many of our services are laid out in the enclosed information letter. One of the great aspects of our company is that we can tailor our services to meet your individual requirements. Please bear in mind that my job is to provide you with the type of services that best fit your needs.

You will find that our services far outweigh our modest fees and are cost saving to you in time and labor. You'll quickly notice the large discounts in maintenance, renovations, cleaning, landscaping, and other services due to the many contractors, electricians, carpenters, cleaners, painters and plumbers that we utilize on a regular basis.

We look forward to welcoming you to our "At Home" team and family of friends!

Sincerely,

Page Harding & James Silva
Property Managers

Jordan Lotterhand,
Chris Lincoln
Assistant Property Manager



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At Home Real Estate Group Property Management!

At Home Real Estate Group provides a professional approach to all aspects of property management. We have a full understanding of all operating systems and will help to provide both owners and tenants with a quality living environment. Our seasoned professionals will maintain your property inside and out in the most cost-effective manner.

We will formulate a sound management strategy to safeguard and enhance the value and quality of your property. In addition, we will guide you through the maze of issues regarding your real estate, whether it is a condominium association or an investment property.

COMPLETE ACCOUNTING & FINANCIAL REPORTING

We provide complete financial services for all clients. Our office collects rents and condo fees every month. The team is dedicated to keeping all properties current with any debt incurred. Our service includes paying all bills such as utilities, repairs and maintenance, insurance premiums and any other expenses weather recurring or unforeseen.

We necessary, we will evaluate your insurance policies to make sure your property is adequately insured. We can also help find the best possible coverage for protecting your property.

Constant supervision of all related bank accounts will make certain that owners are not burdened by any unforeseen financial obligations. Monitoring expenses and controlling costs is key to building stability and profitability. Quarterly and yearly reports keep owners informed at all times (monthly when required).

MONITORING PHYSICAL NEEDS

When necessary, our team will completely evaluate your property and make recommendations as to how to strengthen its value. We will monitor and control the physical aspects including such items as daily maintenance, mechanical systems, plumbing, electrical, capital improvements, energy conservation, insurance protection, exterior and interior maintenance, landscaping and security.

CONDOMINIUM MANAGEMENT

At Home Real Estate Group manages small condominium properties of 2-15 units. We will meet with unit owners to gain knowledge about the operation of the association and take it from there. Our services include the collecting of condo fees and keeping the associated books and bank accounts. We also coordinate homeowner group decisions and help bid out and evaluate any quotes on repairs, maintenance and capital projects.

We work with homeowners to establish yearly budgets that are both affordable and adequate to cover the operating budget while funding yearly reserves. We also provide 6-D certificates, condo questionnaires obtain insurance binders and other important documents necessary for unit transfers or refinancing.

For new associations we will obtain the Federal Tax ID number necessary for opening a bank account. We will then establish the condominium bank account at Citizens Bank. We can also coordinate the recording of Trustees other document modifications with the Registry of Deeds to make them official.

OWNER/TENANT LIAISON IN RENTAL PROPERTY

For rental and investment properties, At Home Real Estate Group makes tenant contentment a top priority. This secures a steady flow of income to support your debt service and operating expenses. The tenant will become our responsibility in order to lighten the obligation of the owner.

We will alleviate owners of the arduous task of dealing with tenants and take on the responsibility ourselves. We are also versed in dealing with delinquent tenant accounts, problem tenants and evictions and other legal matters when they become necessary.

When it comes time to renew leases we will handle the lease negotiations. We meet with your tenants and negotiate agreements on your behalf. We are skilled in the art of negotiation and will secure the maximum rent in the marketplace while being committed to securing the highest quality of tenant.

OUR PROMISE TO YOU

At Home Real Estate Group Property Management prides itself on honesty and integrity. We will continue to provide professional and steadfast service to you and your tenants. Our team is completely responsive to all of your needs and will remain prepared for any unforeseen situations that may occur. If there is anything that falls outside of our realm, inform us and we will incorporate your needs into our service. The professional, personal, financial and administrative needs of our clients will remain our priority.



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RE:

**Condominium Association Management Agreement between
The owners of ("the Owner")
and At Home Real Estate Group, Inc. (the "Manager")**

Dear _____ Condo Owners:

This letter will set forth our understanding regarding the management of your CONDOMINIUM at _____. In order to facilitate the maintenance, appearance and upkeep of the premises, and to protect the economic value thereof and in consideration of the mutual covenants contained herein, we hereby agree as follows:

1. You shall hereinafter employ the Manager exclusively to care for, manage and operate the premises pursuant to the terms of the Agreement from the date hereof for a period of one year, unless sooner terminated as provided herein. Thereafter the agreement shall automatically be renewed for successive one-year periods unless terminated by either party by thirty (30) days prior written notice of non-renewal. Notwithstanding the foregoing, this Agreement may be terminated at any time upon 30 days prior written notice by either party if the other party materially breaches the terms and conditions hereof or for the good cause described in said notice.
2. The Manager accepts such employment and shall have the following powers and duties:

- a. To perform and observe your obligations to, and administer the obligations of, any current owners/tenants of the premises according to the terms of any agreement by the condo association.
 - b. To enforce such rules and regulations that is established for the premises by the condo association as amended from time to time.
 - c. To collect all condo fees and other income due from owners, contracts or other agreements with respect to the premises and to deposit same (less any sums properly deducted hereunder) in the Condominium Association account held at Citizens Bank separate from the Manager's other business. You agree, however, that the Manager shall not be liable in the event of the bankruptcy or failure of said depository nor for the delinquency for any of the association members.
 - d. To make or cause to be made and to supervise repairs and alterations of the premises as requested by the association members and to purchase supplies and pay all bills therefore from the monies in the Condominium Association Account. The Manager agrees, however, to secure your prior approval on any such expenditure in excess of \$600 except if in the opinion of the Manager, such repairs are necessary to protect the premises from damage or to maintain services to the owners/tenants as called for in the condominium documents and/or leases or other agreements.
 - e. If required by individual unit owners, to advertise the availability for rental of the premises, and to negotiate written leases or other tenancy agreements and, on the unit owners behalf, to execute and deliver such leases or agreements; provided, however, that all proposals and the final terms of any agreement to let the premises shall be in accordance with the Condominium Documents.
 - f. To render to you monthly, quarterly or yearly financial statements upon the direct request of an association member or trustee of the condominium. We will provide copies of any receipts for, repair/maintenance expenses, and charges and remit to you upon request a sum representing receipts for that period less any appropriate disbursements by the Manager, including the management fee described herein. In the event such disbursements shall exceed the monies collected by the Manager, you agree to pay promptly such excess upon the demand of the Manager.
3. The foregoing powers and duties of the Manager, however, shall exclude any right or obligation to commence on your behalf any legal proceeding (except non payment of condo fees or rents) with respect to the premises or to make any payments on your behalf due under any mortgage affecting the premises or any payments on account of real estate taxes or other assessments affecting the premises.
 4. To provide 6-D certificates to unit owners and assist in the sale of any of the individual units by providing condominium documents, condo questionnaires or other information, as required by banks and other lenders for transfers or refinancing. (See below for additional fees.)

5. In connection with the services provided by the Manager hereunder, you agree as follows:

a. That the services so performed by the Manager are performed as your agent and all obligations or expenses properly incurred hereunder by the Manager shall be on your behalf and at your expense. The Manager shall not be obligated to make any advance to you or on your account of or to pay any such sum except out of funds in the Association Account.

b. To save the Manager harmless from all damage suits in connection with the management, operation and leasing of the Premises and from liability from injury suffered by any employee or other person whomsoever, and to carry at your own expense, necessary insurance adequate to protect the premises and the interests of the parties hereto. The Manager also shall not be liable for any error of judgment or for any mistake of fact or law, or for anything which it may do or refrain from doing hereinafter, except in cases of willful misconduct or gross negligence.

c. That no shareholders, partners, affiliates or officers of the Manager shall be personally liable for the observance or performance of the Manager's obligations hereunder, all such liability being limited to the assets of the Manager.

d. To pay the Manager, as compensation for the performance of the services hereunder, the following amounts:

(i) **Our Fees For Property Management:**

We strive to keep our management fees as reasonable as possible to have a minimal effect as on your bottom line. Our management fee is small when compared to the services we provide and the cost savings to you and your property.

Our fee structure is as follows:

(I) Start up costs for Condos..... \$150

(II) General Fees

Condo Associations: 2 units.....\$75/month (basic services)
Condo Association 3-15 units..... \$100 (+ \$20 per units 4+) (basic services)
Administrative fee.....\$5 per property per month
(For Example a 9 unit condominium would incur a month management fee as follows: \$100(first three units) + (\$20 x 6 units=\$120) + 5 admin fee = \$225/month)

**basic services would include such items as follows:*

- *establishing an EIN number for the association*
- *Collecting and managing condo fee payments*
- *Notifying owners of amounts due to the association.*
- *Pursuing delinquent condo fee accounts*
- *Paying bills for the association*
- *Budgeting*
- *Managing all banking account(s)*

Trustee/owner

_____ Date _____

Trustee/owner