

CORENTAL PROPERTY MANAGEMENT, INC.

DESCRIPTION OF SERVICES PROVIDED

CoRental complies with all Federal and State Fair Housing Laws and guidelines.

1. TENANT SCREENING AND PLACEMENT

-CREDIT CHECKS

**-INVESTIGATION AND VERIFICATION OF RENTAL AND/
OR OWNERSHIP HISTORY**

**-VERIFICATION OF EMPLOYMENT, INCOME AND RENTAL
REFERENCES**

-PERSONAL REFERENCE CHECKS

**-VIOLENT & SEXUAL OFFENDER CHECKS, ONLINE CRIMINAL
BACKGROUND CHECKS (BEGINNING MAY 2006)**

2. WE PERFORM THE FOLLOWING RENTAL UNIT INSPECTIONS

-CHECK-IN AND CHECKOUT INSPECTIONS

**-GENERAL MAINTENANCE INSPECTIONS ANNUALLY OR ON
TURNOVER, WHICHEVER IS MORE FREQUENT**

**-IF WE HAVE CONCERNS FOR THE WELFARE OF THE PROPERTY
OR IF WE SUSPECT MIS-USE BY A TENANT WE PERFORM
IMMEDIATE WALK THROUGH INSPECTIONS AND TAKE
APPROPRIATE ACTION**

3. MAINTENANCE AND REPAIRS

**-WE USE A VARIETY OF REPUTABLE PURVEYORS TO PERFORM
ALL TYPES OF MAINTENANCE AND REPAIRS**

**-NO WORK IS TO BE PERFORMED ON THE PROPERTY WITHOUT
AUTHORIZATION OR A WORK ORDER FROM CORENTAL, WHICH
HELPS US CONTROL EXPENSES FOR THE OWNER**

**-OUR EXTENSIVE UNDERSTANDING OF THE MECHANICS OF
RENTAL PROPERTIES ENABLES US TO TROUBLE SHOOT
PROBLEMS AND CHOOSE THE PROPER COURSE OF ACTION SO
THE CORRECT PURVEYOR IS DISPATCHED THE FIRST TIME.**

**-WE CAN TRACK UTILITY EXPENSES TO FLAG AND RESPOND
TO EXCESSIVE USEAGE**

4. SERVING NOTICES AND EVICTIONS

**-WE SERVE ALL APPROPRIATE NOTICES IN ACCORDANCE
WITH THE MONTANA LANDLORD TENANT ACT**

**-WHEN NECESSARY, WE PERFORM EVICTIONS TO REGAIN
POSSESSION OF THE PROPERTY IN ACCORDANCE WITH
MONTANA LAW. THE OWNER HAS THE FINANCIAL OBLIGATION
ON THE COST OF THE EVICTION, ANYWHERE FROM \$100 TO \$400.**

5. ACCOUNTING

-WE PROVIDE OUR OWNERS WITH A SIMPLE OWNER STATEMENT OR AN INCOME STATEMENT & BALANCE SHEET FOR THE CURRENT MONTH AND YEAR TO DATE, WHICHEVER THE OWNER PREFERS.

-EACH MONTH THE OWNER RECEIVES A COPY OF ALL WORK ORDERS AND BILLS PAID ON EACH PROPERTY.

-THE OWNERS FUNDS CAN BE ELECTRONICALLY DEPOSITED INTO THEIR BANK ACCOUNTS OR SENT DIRECTLY TO THEM

-WE NORMALLY PROCESS COLLECTED RENTS WITHIN FIVE WORKING DAYS OF RECEIVING THEM. ALL RENTS ARE NORMALLY PAID OUT BY THE 10TH OF THE MONTH PROVIDING A VERY EFFICIENT DISBURSION OF THE OWNERS PROCEEDS. (WE GIVE OUR TENANTS A 3 BUSINESS DAY GRACE PERIOD TO PAY THEIR RENT BEFORE INCURRING A LATE FEE OF 15% OF THE UNCOLLECTED RENT.)

6. ADVERTISING

- WE RUN A DAILY DISPLAY AD IN THE INTERLAKE NEWSPAPER, -

- KEEP AN IN-HOUSE LIST OF AVAILABLE RENTALS

- ADVERTISE ON THE INTERNET THROUGH OUR WEBSITE, CORENTAL.NET

- ADVERTISE ON THE RENTALHOUSES.COM WEBSITE

- ARE MEMBERS OF THE KALISPELL CHAMBER OF COMMERCE WHICH LINKS TO OUR WEBSITE

- WE RUN 8 AD SPOTS PER DAY ON KGEZ RADIO

THE COST OF ADVERTISING IS ALL INCLUSIVE OF THE 11% MANAGEMENT FEE EXCEPT RENTALHOUSES.COM WHICH IS \$29/MONTH TO THE OWNER.