

UNIT MANAGEMENT PROPOSAL (Single Family)



Single family houses present themselves with a total different set of criteria in management and are usually temporary situations. Bishop Property Management, Inc. offers personal property management services for this type of owner on a short or long term basics. Personal management services can be provided with a number of different options to fulfill the needs of the client.

Bishop Property Management will act on behalf of the owner as Managing Agent for the property. As such, Bishop Property Management would be responsible for collection of rents, contracting for repairs and general upkeep of the property. As the owner's agent, we would have the authority to sign leases, lease renewals, sales agreements, as well as have the lessor's power of eviction, should such action be necessary. We would prepare and execute all "Leases", "Lease Options", "Renewals", "Eviction Notices" and "Demand for Rent Payment", to act as Attorney-in-fact in any landlord/tenant actions (with counsel as required by state or local stature).

Compensation for these responsibilities would be equal to eight percent (10%) of the gross rent collected, paid only when the rent is received. Please note that no fee is paid when the unit is vacant. Limited Power of Attorney for the property is given to the Agent in order to execute these responsibilities

As Agent, for the owner, we will maintain a relationship with the local code informant officials and utilities. All payments are made to vendors in a timely manner so as not to incur any late fees or penalties and keep a status of good standing with the account. We would, insure rules enforcement and compliance with the owner's policy. Act in the owner's behalf on issues of concern in the community Bishop Property Management has over 20 year of experience in Property Management.

Our office would maintain complete maintenance and financial records on the property for tax purposes and provide monthly statements of all transactions, monitor insurance requirements, tax assessments and water and sewage usage. We can extend services to include real estate taxes and mortgage payments if the account is in positive cash flow. Security deposits are held in accordance with RSA 540: in an escrow account commingled with other security deposits in the 1st New Hampshire Bank. All payments to clients are made by company check and can be direct deposited to your bank accounts..

Bishop Property Management is available 24 hours a day for emergency calls and is staffed with qualified personnel to respond to tenants. We do not employ maintenance personnel. We feel that this relationship is a direct **conflict of interest** to our management responsibilities. All maintenance personnel are insured, qualified, independent contractors, which keeps our relationship that of a true fiduciary. No markups or extra charges are ever added to service invoices.