

### I. Property Manager

Company		Primary Contact
Address		
Phone Number	Email	Fax Number

### II. Questionnaire

#### 1. Profile:

	<u>Yes</u>	<u>No</u>
How many years experience do you have managing single family rental properties? _____		
How many single family rental properties do you currently have under management? _____		
Where are these properties located? _____		
Do you manage properties other than single family rentals? _____	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, what types of properties and how many do you currently have under management?</i> _____		
Do you have any licenses or certifications? _____	<input type="checkbox"/>	<input type="checkbox"/>
Have you been subjected to any Federal, State, or local regulatory authority audits in the past year? _____	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, Please explain</i> _____		

#### 2. Operations

What property management system do you use? _____		
Do your clients have access to an online portal to view their properties? _____	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, what information is available?</i> _____		
Which kinds of maintenance jobs are handled in-house? _____		
Which kinds of maintenance jobs are handled by third parties? _____		
How many Property Managers do you employ? _____		
What is your ratio of Property Managers to units? _____		
What is your fee structure? _____		

#### 3. Tenant Management

What tenant screening methods do you use? _____		
How do you market properties? _____		
What percentage of tenants renew their leases after the initial term? _____		
What is the average length of occupancy per tenant? _____		
How many properties go vacant in an average month? _____		
How many vacancies do you have right now, and what percent of your properties are vacant? _____		
What is your average length of time to fill a vacant property? _____		
What percentage of tenants do you have to evict? _____		
How many evictions do you average monthly? _____		
Do you utilize any applications or technology to interact with your tenants? _____	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, what functionality does it have?</i> _____		
How do you collect rents? (Bank Lock Box, etc.) _____		
What is your policy for collecting late rents? _____		

Are there any non-standard lease terms which differ from a standard lease form including, without limitation: purchase options, rights of first refusal, or similar purchase rights? *If yes, Please explain:* \_\_\_\_\_

\_\_\_\_\_

#### 4. Subject Properties

Are there currently any tenant delinquencies associated with the property(ies)?    
*If yes, Please explain* \_\_\_\_\_

\_\_\_\_\_

Is there any material deferred maintenance or damage associated with the property(ies)?    
*If yes, Please explain* \_\_\_\_\_

\_\_\_\_\_

Are there any fire code, building code, zoning, or use permit violations associated with the property(ies)?    
*If yes, Please explain* \_\_\_\_\_

\_\_\_\_\_

Are there currently condemnation proceedings associated with the property(ies)?    
*If yes, Please explain* \_\_\_\_\_

\_\_\_\_\_

Are you aware of any illegal activities associated with the property(ies)?

Is there any material deferred maintenance or damage associated with the property(ies)?    
*If yes, Please explain* \_\_\_\_\_

\_\_\_\_\_

Is the property(ies) subject to rent control ordinances, rent stabilization, or similar laws?    
*If yes, Please explain* \_\_\_\_\_

\_\_\_\_\_

### III. Terms and Conditions

The information set forth above is true and correct and is provided to Lender for the purpose of obtaining or maintaining credit or other financial accommodations. The undersigned acknowledge and understand that you are relying on the information provided to make a credit decision. Each of the undersigned represents, warrants and certifies that the information provided herein is true, correct and complete.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_