

COG Management, Inc.

Schedule Maintenance Choices

(One per property or write owners name and "all")

Full Address _____

Dear Owner,

Owners want their properties maintained at different levels. Most managers only respond to maintenance problems called in by the tenants. We try to be proactive and solve problems before they become serious. Rather than assuming anything we ask you to tell us what automatic maintenance services you want us to schedule. We do not want to spend your money against your wishes, so tell us what you want done. Just circle the appropriate choice.

**These instructions will be followed year after year until changed in writing.
Anytime you want to change your selection we will provide you with a new form.**

<p style="text-align: center;"><u>Vacant Grass Cutting</u></p> <p>It is important that your yard be maintained between tenants and initially while it is being showed. This will handle general hedge trimming and grass.</p> <p style="text-align: center;">Cost: \$45 per cut Very large yards may vary</p> <p>Owner's Choice: Yes or No</p>	<p style="text-align: center;"><u>Fall and Spring Landscaping</u></p> <p>Your property's landscaping will add (or take away from) its value. Although tenants will take care of routine lawn mowing, they may not take care of the landscaping adequately. We recommend the following service twice a year: re-seed, fertilize, poison the pine islands, trim shrubs, aerate, inspect exterior of home and report any items that need attention. A report will be forwarded to you.</p> <p style="text-align: center;">Cost: \$95 to \$155 per season</p> <p>Owner's Choice: Yes or No</p>	<p style="text-align: center;"><u>Chimney Clean-out</u></p> <p>We strongly recommend having the chimney professionally checked every year and cleaned every 2 or 3 years. This service will clean the fireplace soot, bird's nest and other debris as needed. Inspection/ Cleaning the chimney will substantially reduce the risk of chimney fires.</p> <p style="text-align: center;">Cost: \$60 to \$85</p> <p>Owner's Choice: Yes or No</p>
<p style="text-align: center;"><u>HVAC Fall & Spring Services</u></p> <p>This service is a preventative maintenance check that can aid in early detection of costly problems and save the cost of emergency services. <u>A/C Services include:</u> check condenser coil, adjust operating pressures, monitor safety controls, monitor starter capabilities, clean or replace filter, adjust blower components, calibrate thermostat, measure for proper temperature differences, clean condensate drain, tighten electrical connections, measure voltage and amperage on motors, lubricate all moving parts, clean condenser coil if needed. <u>Furnace Service Includes:</u> Clean burners, check gas pressures, lubricate motor and bearings, calibrate fan limit controls, clean or replace filter, check wiring and connectons, change belts, check pilot flame, calibrate thermostat.</p> <p style="text-align: center;">Cost: \$65 to \$95 per season</p> <p>Owner's Choice: Yes or No</p>		<p style="text-align: center;"><u>General Property Inspections</u></p> <p>Owner's Choices: (check just one)</p> <p>_____ No scheduled inspections (Only maintenance observations will be noted and handled by the property manager)</p> <p>_____ Standard Inspections \$50 (I would like an outside inspection done yearly with maintenance recommendations and tenant charges when appropriate.)</p> <p>_____ Detailed Inspections \$100 (I would like an outside and inside inspection done yearly with maintenance recommendations and tenant charges when appropriate. As well as a written report)</p>

Owner Signature **X** _____ **Date:** _____

Co-Owner Signature **X** _____ **Date:** _____