



970.416.RENT
(7368)

Our Company Philosophy

The goal of Armadillo Property Management, Inc is to ensure consistent, high standards of property maintenance and the best possible return on your income property investment. A personal interest is taken in each and every property, be it a studio apartment, a 3 bedroom house or a multi-unit complex. Our professional staff is always available to answer your questions. An owner or resident need never worry that they will not be able to reach someone regarding their property at any given time.

Your investment property will receive the best care we can offer! Below is an outline of what you can expect of our professional management services:

- Property evaluation and marketing
- Property consulting
- Establish rent schedules
- Rent collection
- Develop a resident relations policy
- Prepare and execute leases
- Audit and pay bills to include insurance and taxes if necessary
- Available properties advertised in print and on the Internet
- Account for the receipt of, return, or forfeiture of resident security deposit
- Screening and selection of prospective residents Eviction (if necessary)
- Property maintenance to include advice on preventative maintenance needed, supervision of all decorating and modernization programs
- Extensive, detailed and accurate inspection form
- Move-out inspections done by staff with resident
- Periodic maintenance inspections
- Coordination of emergency repairs and or dwelling rehabilitation
- Keep abreast of health and safety issues
- Train and advise owners and employees of changes in Fair Housing Laws and Americans with Disabilities Act
- Provide lead based paint disclosure and EPA pamphlet.
- Advice on investments
- Comparative market analysis of current rental values
- Computerized accounting to include monthly income/expense statement with current monthly report as well as year-to date

When the owner works in harmony with the property manager, they establish the highest standard of property maintenance, protection and aggressive marketing that your investment deserves.

A Good Property Manager

1. Has common sense.
2. Is resourceful and willing to work hard.
3. Has good rapport with the owner and the resident.
4. Is fair but firm
5. Earns trust and respect
6. Establishes policy and follows through.
7. Communicates effectively.
8. Is a dedicated professional.

Pitfall a Professional Property Manger Will Avoid

1. Unqualified residents living in your property.
2. Nonspecific lease terms.
3. Unresolvable security deposit conflicts.
4. Deferred maintenance.
5. Violating a resident's privacy.
6. Failure to disclose environmental hazards (lead based paint)
7. Inadequate insurance.
8. Inadequate supervision.
9. Fair Housing lawsuits.
10. Failure to follow through on lease violations.

Maintenance

Our philosophy is to help preserve and increase the value of the properties we manage. We encourage preventative maintenance: If you defer a \$100 maintenance cost now, in the future it may represent a \$500 loss in appreciation. We negotiate better pricing for the work we have done. Our contractors are more responsive to us because of the volume of business we generate for them; they adhere to our standards or they don't work for us.

You will be informed of the maintenance needs of your property. Large projects will only proceed with your consent. Copies of bills and invoices will be sent with your monthly statement for standard maintenance items.

How We Market Your Investment

Our web site: www.rentcolorado.com

Sign posted in the yard

Lists of available properties are given to walk-in clients.

Our client list includes these companies as well as individual investors:

Re/Max First Associates

Coldwell Banker

CSU Renters Information/Housing

Vestas

Otterbox

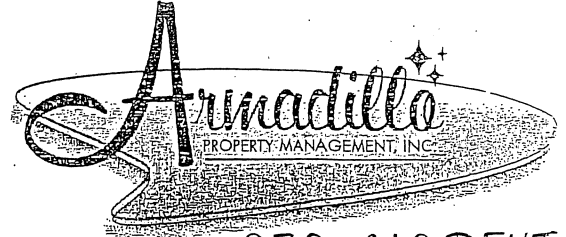
In conclusion

Armadillo Property Management has built a reputation for offering quality rental properties that are well maintained, well managed and profitable. We have grown large enough to offer all the services you need, yet we haven't lost the personal touch that made our growth possible. We are dedicated to the principle of professional property management. We hold ourselves to a higher standard of excellence- we expect the same from our contractors and we expect no less from our investors. We put our name and reputation on the line every time we lease a property. Armadillo Property Management stands for consistent quality, prompt attention to detail and the friendly service our customers have come to expect.

We hope the information we've provided has been helpful for you. If you have any other questions or if we can be helpful in any way, please contact us.

Thank you so very much,

Bev Perina, Property Management Maven and owner Armadillo Property Management



970.416.RENT
(7368)

BEVERLY ANN PERINA, OWNER/BROKER

MISSION STATEMENT

As a professional in property management, I will provide the resources and expertise that you, the residential property investor, need to assure your investment's safety and productivity.

EXPERIENCE 1983 to Present

Owner/Broker of Armadillo Property Management, a full service property management company for residential property owners. Initially, the company was started to manage personal and family investments. The company currently has grown to include approximately 350 residential properties managed.

EDUCATION

- 1973 attended Colorado State University
- 1987 to Present - Licensed Real Estate Broker with State of Colorado
- 1992 - Graduate of Colorado Small Business Leading Edge Program
- 1998 - Graduate of Colorado Small Business Nxlevel Program
- Ongoing classes thru the Colorado State Division of Real Estate
- Ongoing Educational Classes thru the National Association of Residential Property Managers
- Ongoing Educational Classes thru the Colorado Apartment Association- Fort Collins Chapter
- Awarded the designation from the National Association of Residential Property managers the RMP (Residential Management Professional) and the MPM (Master Property Manager)

ORGANIZATIONS

- Fort Collins Apartment Association: Past President, member in good standing
- National Association of Residential Property Managers (NARPM) Northern Colorado Chapter: Currently the Education Chair and Past President, member in good standing
- NARPM National Instructor: currently teaching property management thru out the United States
- IREM: member in good standing
- Neighbor to Neighbor: Past President
- Community Housing Resource Board: Past Board Member
- Chamber of Commerce: Past Member
- National Federation of Independent Businesses: Member since 1995
- Women's Council of Realtors: Past Member
- Fort Collins Chamber Net Group: Past Member
- Museum of Contemporary Art- Past Board Member
- Poudre Valley Hospital-Annual Giving Committee- Past Board Member
- Homeless Prevention Initiative- Past Board Member
- Poudre Valley Landmark Society- Past Board Member

COMMUNITY INVOLVEMENT

- Instructed Rent Smart class at CSU
- Instructed Certified Apartment Manager Class
- Instructor of Family Living Class at Poudre High School and Centennial High School
- Volunteer with the Museum of Contemporary Art- Studio Tour
- Volunteer with the Poudre Valley Hospital Foundation
- Instruct a Land lording Class for the City of Fort Collins- ongoing
- Teach Property Management Policy and Procedures for the Colorado Real Estate Commission-on going
- Teach 1, 2 and 3 Hour continuing education courses for the Colorado Real Estate Commission sponsored by NARPM

Investor References for Beverly Perina

Bob Kopitski

Box 270886
Ft Collins, CO 80527
(970)493-5421

Leatha and Luis Robinson

1812 Lakeshore Cir.
Fort Collins, CO 80525
(970) 226-8544

Ron and Tracy Young-Re/Max First

3665 John F. Kennedy Pkwy
Ft Collins, CO 80525
(970) 226-3990

Armadillo Property Management, Inc
521 N Taft Hill Rd
Ft Collins, CO 80521
(970) 482-9293 fax (970) 493-1443
Email: bev@rentfortcollins.com

MANAGEMENT AGREEMENT

THIS MANAGEMENT AGREEMENT (Agreement) is made this day of
20 , by and between (Owner) and Armadillo Property Management, Inc.
hereinafter called (Manager). Agree to the following: WHEREAS, Owner owns that certain real
Property described as
(see attached Exhibit A) hereto and those certain improvements, fixtures, and equipment located
thereon (collectively the Property); and WHEREAS, Owner desires to have the Manager
manage, operate and when requested renew leases for the Property, and the Manager is willing to
perform such services on the account of Owner. NOW, THEREFORE, in consideration of the
premises and mutual covenants herein contained, the parties agree as follows:

ARTICLE I APPOINTMENT OF MANAGER

1.1 Appointment. Owner hereby appoints and employs the Manager as Owner's exclusive agent
for certain and specific duties to, supervise, direct and control the management, operation,
and leasing of the Property for the term provided in Article II. The Manager accepts said
appointment in mutual agreement as to all items listed as part of this Agreement.

ARTICLE II TERM

2.1 Term. The term of this Agreement shall commence on the day of ,20 .
and, unless sooner terminated as herein provided in section 2.2 and 2.3, shall terminate at 5:00
p.m. on day of .20 ; provided, however, that this Agreement shall be
automatically extended for successive two (2) year term unless, at least (30) thirty days prior to
the expiration of the initial or any subsequent extended term, Owner shall by written notice,
personally, delivered or sent by certified or registered mail, postage prepaid, return receipt requested, to
Manager elect to terminate this Agreement as of the expiration of such initial or subsequent extended
term hereof.

2.2 Termination for Cause. In the event that Manager or Owner, as the case may be, shall (a)
fail or refuse, as a result of any willful or intentional misconduct or gross negligence, to perform
any of its material covenants, obligations or duties hereunder or (b) fail to perform any of such
covenants, obligations or duties in a manner consistent with the standard of care generally
accepted in the industry, the other party hereto shall have the right, upon giving Manager or
Owner, as the case may be, written notice to Manager personally delivered or sent by certified or
registered mail postage paid, return receipt requested, specifying such failure and a period of
thirty (30) days after such written notice during which to cure any such failure, to terminate this
Agreement. Additionally, Owner may terminate this agreement upon thirty days written notice to
Manager if (a) the Property is sold; however, the Owner shall pay to the Manager liquidated

damages in an amount equal to (3) three times the highest monthly management fee earned by Manager during the twelve (12) month period immediately preceding such termination of this Agreement by Owner (b) Manager is adjudicated a bankrupt, suffers the filing of any involuntary petition in bankruptcy where such petition is not vacated or dismissed within thirty (30) days, or suffers or allows the appointment of a receiver for all or substantially all of its assets where such receivership is not discharged or vacated within thirty (30) days, or (c) all or substantially all of the Property is taken in condemnation or destroyed by fire or other casualty.

2.3 Termination Without Cause. In the event this Agreement is terminated by Owner prior to the first (1st) anniversary of the Commencement Date of the initial term or any subsequent extended term, for any reason other than as stated in Section 2.2, Owner shall pay to Manager liquidated damages in an amount equal to three (3) times the highest monthly management fee earned by Manager (as provided in Section 12.2) during the twelve (12) month period immediately preceding such written termination of this Agreement by Owner personally delivered or sent by certified or registered mail, postage prepaid, return receipt requested. This Section 2.3 and any obligation of Owner hereunder shall survive any termination of the Agreement.

2.4 Effect of Termination. Upon the termination of this Agreement, Manager shall render an accounting to the Owner, the Owner shall promptly pay Manager (a) all amounts to which Manager would be entitled hereunder as if the date on which Manager's employment is terminated were the first day of the calendar month immediately succeeding the month in which such termination occurs, and (b) any liquidated damages payable to Manager under Section 2.2 and 2.3, and thereafter, neither Manager nor the Owner shall have any rights, duties or obligations hereunder, except for those indemnities and liabilities set forth in Section 12.9.5 and Article XIV hereof, which shall survive the termination of this Agreement.

ARTICLE III

Duties and Responsibilities of Agency Relations

Per Colorado Real Estate Commission Form No. LC15-1-03 Exclusive Right to Lease Listing Contact, for all Types of Premises, Landlord Agency.

The relationship of the parties to this Agreement shall be that of Principal and Agent, and all duties to be performed by Agent under this Agreement shall be for that on the behalf of the Owner, in Owners name and for Owners account. In taking any action under this Agreement, Agent shall be acting only as Agent for Owner, and nothing in this Agreement shall be construed as creating a partnership, joint venture, or any other relationship between the parties to this Agreement except that of Principal and Agent, or as requiring Agent to bear any portion of losses arising out of our connection with the ownership or operation of the Premises. Nor shall Agent at

any time during the period of this Agreement be considered a direct employee of Owner.

Neither

party shall have the power to bind or obligate the other except as expressly set forth in this Agreement, except that Agent is authorized to act with such additional authority and power as may be necessary to carry out the spirit and intent of this Agreement.

3.1 Brokerage firm, acting through Broker, shall provide brokerage services to Landlord. Broker shall exercise reasonable skill and care for Landlord.

Broker, as Landlord's agent shall promote the interest of Landlord with the utmost good faith, loyalty and fidelity, including, but not limited to:

- (1) Seeking rental rates and terms which are acceptable to Landlord; except that Broker shall not be obligated to seek additional offers to Lease the premises while the Premises are subject to an agreement to Lease the Premises;
- (2) Presenting all offers to and from Landlord in a timely manner regardless of whether the Premises are subject to an agreement to Lease;
- (3) Disclosing to Landlord adverse material facts actually known by Broker;
- (4) Counseling Landlord as to any material benefits or risks of a transaction actually known by Broker;
- (5) Advising Landlord to obtain expert advice as to material matters about which Broker knows but the specifics of which are beyond the expertise of Broker; and
- (6) Accounting in a timely manner for all money and property received.

Broker shall not disclose the following information without the informed consent of Landlord:

- (1) That Landlord is willing to accept less than the stated rental rate for the Premises;
- (2) What the motivating factors are for Landlord to Lease the Premises;
- (3) That Landlord will agree to Lease terms other than those offered;
- (4) Any material information about Landlord unless the disclosure is required by law or failure to disclose such information would constitute fraud or dishonest dealing; or
- (5) Any facts or suspicions regarding circumstances which may psychologically impact or stigmatize any real property pursuant to Colorado law.

Landlord shall not be vicariously liable for the acts of Broker that are not approved, directed or ratified by Landlord.

ARTICLE IV LEASING

4.1 Leases. Manager shall advertise the availability for rental of the Property at the expense of the Owner or Resident whichever is applicable; shall display for rent signs thereon; shall sign, renew and/or cancel leases for the Property; shall collect rents for the Property and give receipts therefore; shall maintain records of the rent and other receipts arising from each separate Property; shall terminate tenancies and take all necessary or appropriate steps to accomplish the same; shall qualify Residents by checking past and current landlord reference, credit and criminal background, payment history and employment verification; shall, if necessary, take appropriate steps (including legal action, if needed) to evict Residents and recover possession of the Property; shall (in appropriate cases) sue on behalf of the Owner to recover rents and other sums due from defaulting Residents; and (if appropriate) shall settle, compromise and release

claims or legal actions against defaulting Residents and/or reinstate such tenancies. Manager shall use its standard form leases, as such forms are refined from time to time, and shall not make any lease extending more than one year from its commencement date. Management may collect from Residents all or any of the following: late rent administrative charge, a non-sufficient check charge, utility service, credit report fee and a reassignment fee, to be retained by Manager for those extra administrative duties.

4.2 Security Deposits. Manager shall collect an appropriate security deposit for each rental unit, usually equivalent to one (1) month's rent. The Security Deposit and Pre paid rents will be held at Independent Bank, FDIC Insured. Each security deposit shall be placed by Manager in a separate escrow account designated for security deposits, only, which account shall not be available to Manager or Owner for any purpose. Any interest earned on said account shall belong to Manager. Manager shall provide each Resident with an accounting of each security deposit upon the termination or expiration of each lease, in accordance with the Colorado Security Deposit Statute. Manager shall have the right and authority to negotiate, compromise and settle controversies that may arise in such accounting. Upon expiration or termination of this Management Agreement or upon deletion of a Property from the terms hereof, and provided with written authorization from each Resident, Manager shall deliver to Owner or Owner's designated agent all security deposits involved, whereupon Owner shall become solely and separately responsible for the return of such security deposits to said Residents. In the event, Owner shall indemnify Manager against, and hold it harmless from, any claims or demand from the Resident relative to a security deposit actually turned over to Owner by Manager. Unless and until a security deposit or portion thereof has been forfeited by the Resident, Manager may not utilize any such security deposits as a set off against any obligation owed it by the Owner, nor may Owner require that any deposit be credited against an obligation of Owner hereunder.

ARTICLE V REPAIRS, MAINTENANCE AND REPLACEMENTS

5.1 Routine Repairs and Maintenance. Manager shall maintain the Property in good repair and condition and in conformity with applicable laws, City Code update and regulations and shall make or cause to be made such routine maintenance, repairs and minor alterations, as it, from time to time, deems necessary for such purposes; provided, however, that unless otherwise approved by Owner in the applicable annual budget for the Property, prior written consent of Owner must be obtained if the expense to be incurred for any one item of repair or maintenance exceeds or is reasonably anticipated to exceed 250.00 or if the cost of such unbudgeted items exceed, in the aggregate, in any calendar month, the sum of One Thousand Dollars (\$1000.00). Any maintenance approved by the Owner shall be paid for in advance with a check, prior to the start of work.

5.1.1 Emergencies. Notwithstanding the foregoing, in the event of an emergency or apparent emergency, Manager may authorize the necessary repairs and incur expense in excess of the cost limitation without first obtaining Owner's prior approval and Manager shall promptly notify Owner of such event as soon as possible thereafter. Owner shall pay for emergency repairs as soon as notified with a check.

5.2 Service Contracts and Seasonal Maintenance. Manager shall make contracts with public utility companies for electric, gas, water, telephone and such other usual services, in the name of Owner. Manager shall enter into such other seasonal service contracts, in the name of Owner, that Manager deems necessary and appropriate for the operation and maintenance of the

Property, including but not limited to, servicing air conditioning and heating maintenance, pest control, parking lot cleaning, snow removal, gutter cleaning, sprinkler startup and shut down, spring and fall landscape clean up, sump pump inspections, routine sewer maintenance and janitorial; provided the costs of such services are reasonable, and provided the term of such contract does not exceed one (1) year and may be terminated with or without cause on not more than thirty (30) days notice. In addition to maintenance service contracts with third parties such maintenance services may be provided by Manager.

ARTICLE VI BOOKKEEPING AND BANK ACCOUNTS

6.1 Books and Records. Manager shall prepare and maintain, and keep available for inspection by Owner and Owner's appointed representatives, complete and accurate books of account and other records of all transactions related to the Property, including, but not limited to, voucher statements, receipted bills and invoices, and all other records in such form as Owner may reasonably require with respect to all collections, disbursements, correspondence, and other data and documentation, including operating statements, profit and loss statements and operating expenses, and if applicable, comparison of the same to the budgets and balance sheets. Any and all such information, summaries, accounts and records relating to the Property shall be the Property of the Manager and upon termination of the Agreement, copies of the same shall be surrendered to Owner. Manager shall cooperate with Owner's auditors and accountants with regard to review and analysis of such records and preparation of annual audited financial statements.

6.2 Bank Accounts. Manager shall maintain a trustee account for deposit of all funds derived from operation of the Property. All charges, debts, liabilities and expenses incurred for the operation of the Property, as otherwise provided herein, shall be paid by Manager from such account. Manager shall not be required to make any advance or payment to or for the account of Owner or the Property except out of such funds or such additional funds to be provided by Owner, as may be required, and Manager shall have no personal liability or obligation therefore. Owner agrees to advance to Manager all funds necessary for the Manager to operate and manage the Property and otherwise perform Manager's obligations under this Agreement.

6.3 Monthly Reports. Manager shall prepare and deliver to Owner by the tenth (10th) day following Manager's monthly accounting cutoff, a monthly statement of receipts and disbursements for the Property as of the end of the preceding reporting period, together with all other statements concerning operations, including but not limited to, written lease analysis, occupancy statements, rental delinquency statements, budget variance statements, narrative summary of Property operations for the period and such other information Manager or Owner deem appropriate. The statements of receipts and disbursements shall additionally include all costs, expenses, fees, charges, outlays, compensations and commissions paid or payable to Manager hereunder.

ARTICLE VII INSURANCE

7.1 Insurance Requirements. Manager may consult with Owner's insurance representative, regarding the type and amount of insurance advisable for the Property, including but not limited to, comprehensive general public liability insurance, fire insurance with extended coverage,

tornado, hurricane, flood, vandalism, malicious mischief, boiler and rent continuation insurance, and any such other insurance required or appropriate with respect to the Property. Agent shall be covered as an additionally insured on all liability insurance maintained with respect to the Premises. Owner agrees to carry a minimum of \$1,000,000 in liability insurance. Upon specific approval and request by Owner. If the subject property is part of a Home Owners Association, Manager hereby recommends Owner obtain additional insurance to supplement the Home Owners Association master policy.

7.1.1 Policies and Endorsements. All insurance policies obtained hereunder shall name Owner, Manager and any others designated by Owner, as **additional insured**, shall be obtained by an insurance company authorized to conduct business in the State of Colorado, and shall contain a provision that the same may not be canceled or materially changed without thirty (30) days prior written notice to Owner and Manager.

ARTICLE VIII TAXES

8.1 Real Estate (General and Special) and Personal Property Taxes. All real estate and personal Property taxes, levies, assessments and similar charges on or relating to the Property during the term of this Agreement shall be paid when due by the Owner, prior to delinquency.

ARTICLE IX FUNDING

9.1 Funding. Owner agrees to advance to Manager and fund any cash requirements of the Property incurred in connection with Manager's performance of the duties hereunder.

9.1.1 Minimum Balance. Owner shall maintain at all times a minimum balance of \$500.00 for each Property, to ensure that expected repair, maintenance or other expense can be promptly paid. Said sum shall be held with interest, if applicable, and any balance shall be returned to Owner within sixty (60) days after expiration or termination of this Agreement.

9.2 Inspection fee. Owner shall pay to Manager a semi-annual inspection fee of \$75.00 to ensure that Property is in good repair and that there are no unreported maintenance items which could be hazardous and cause peril to Residents.

9.3 Mortgages Etc. If so indicated on Exhibit A as to a Property, Manager shall not pay the Mortgages or Deeds of Trust; Property taxes; hazard insurance; Homeowner's Association fees; and any other special items for which information is given on Exhibit A.

9.4 Application of Funds. Owner and Manager agree that all funds paid by Residents and Owner for the Property shall be applied by Manager in the following, descending order of priority (that is, with the highest priority listed first):

- 1) Management Fee
- 2) Expense Reimbursements to Third Parties
- 3) Expense Reimbursements to Manager
- 4) Minimum Reserve Balance
- 5) Utility Expenses
- 6) Maintenance Expenses

Owner specifically acknowledges that Manager shall have no liability or responsibility whatever for any loss occasioned Owner by the failure to pay one or more of the items listed, if Manager has applied the receipts in the order set forth above.

9.5 Payments by Parties. If the receipts from a Property exceed its expenses, Manager shall send Owner a check for such excess, on a schedule agreed to by the parties. If such receipts are less than the expenses incurred, Manager shall indicate the anticipated deficiency, in which event Owner covenants and agrees to pay the required amount to Manager within ten (10) days after the monthly operating statement is mailed. If either party must undertake legal action to collect an amount owed it by another party, the defaulting party shall be liable for the collection expenses (including court costs, reasonable attorney's fees, costs of discovery, witness fees, and so on) of the non-defaulting party. Any sum owed by one party to the other hereunder shall accrue interest at the rate of eighteen percent (18%) per annum from the date of default until paid in full.

ARTICLE X EMPLOYEES

10.1 Employees. All personnel employed at the Property shall be bonded and at all times be the employees of Manager. Manager shall have absolute discretion to hire, promote, supervise, direct and train all employees at the Property, to fix their compensations, and generally, establish and maintain all policies relating to employment.

10.2 Worker's Compensation. Manager shall maintain in full force and effect, during the entire term hereof, worker's compensation insurance in the required statutory amounts. In addition, Manager will ensure that all employees, independent contractors and any other persons employed by Manager to work at the Property are covered by Worker's Compensation Insurance in the required statutory amounts.

ARTICLE XI WAIVER AND PARTIAL INVALIDITY

11.1 Waiver. The failure of either party to insist upon strict performance of any of the terms or provisions of the Agreement, or to exercise any option, right or remedy herein contained, shall not be construed as a waiver or as a relinquishment for the future of such term, provision, option, right or remedy, but the same shall continue and remain in full force and effect. No waiver by either party of any term or provision hereof shall be deemed to have been made unless expressed in writing and signed by such party.

11.2 Partial Invalidity. If any portion of the Agreement shall be declared invalid by order, decree or judgment of a court, the remainder shall not be effected thereby and it is the intention of the parties that in lieu of each term or provision of this Agreement that is invalid, there shall be added as a part hereof a legal, valid and enforceable provision as similar in content to such invalid provision as may be possible.

**ARTICLE XII
COMPENSATION OF THE MANAGER**

12.1 Start-Up Fee and Owner Reserve. Owner shall pay to the Manager, \$750.00 to include the startup fee of \$250.00 and Owner Reserve amount of \$500.00 prior to any set up to be done on behalf of the Property.

12.2 Management Fee. Owner shall pay the Manager, as its Management Fee, a sum equal to (%) of the Gross Monthly Revenues (as hereafter defined), derived from the operation of the Property, or flat fee of Seventy-five dollars (\$75.00) per month, if the Property is vacant, payable monthly on the 25th day of each month for the preceding reporting period.

12.3 Gross Monthly Revenues. For purpose, hereof, Gross Monthly Revenues shall mean the total of all amounts actually received during the preceding reporting period from rental, charges, income, profits or any source attributable to the Property; provided, however, it shall not include amounts received as security or damage deposits or amounts received as awards upon condemnation, loan proceeds, insurance proceeds, sale proceeds or interest income.

12.4 General Maintenance. Staff employees of Manager pursuant to Article VIII of this Agreement who perform general maintenance and repair on the Property shall be billed at an hourly rate.

12.5 Sub-Contractor Administration. To cover costs of administration, in the event it is necessary for Manager to solicit and employ third party subcontractors on behalf of Owner to perform repairs or maintenance at the Property, costs for such third party services shall be billed to Owner at a rate of cost plus ten percent (10%) for all amounts between \$10.00 and \$2,500.00. Manager shall be compensated for construction coordination and administration of jobs with costs in excess of \$2,500.00 as outlined in paragraph 12.6 below.

12.6 Construction Coordination Fees. In addition to the base management fees, Manager can assist the Owner in the bidding, inspection, reporting and coordination of all remodeling and construction which occurs in the Property, including Resident and public areas for the following additional fees:

6% of that portion of the contract price between \$2,501 and \$10,000; plus, an additional 5% of that portion of the contract price between \$10,001 and \$30,000; plus, an additional 4% of that portion of the contract price between \$30,001 and \$100,000; plus, additional 3% of that portion of the contract price above \$100,001.

12.7 Application Fee. Manager may charge a leasing application fee to cover costs of processing all prospective Residents' applications. Said fee is paid by the prospective Resident.

12.8 Leasing fees: The following commission shall be payable to Manager with respect to leasing of all or part of the Property:

12.8.1 Lease Renewal Leasing Fee. In connection with the renewal of a lease with any existing Resident, Owner shall pay Manager at the time of any Lease renewal 5% of one months' rent.

12.8.2 New Lease Leasing Fee. In connection with the leasing of any vacant unit, Owner shall pay Manager at the time of any validly executed Lease, 10% of one month's rent.

12.9 Compensation for other services:

12.9.1 Coordination of Property information. If the Property goes on the market for sale a coordination fee of \$250.00 shall be paid by Owner to Manager.

12.9.2 Multiple copies. If Owner requests additional copies of end of month statement, Owner will be charged an additional \$25.00 per each report.

12.9.3 Additional services. Should the Owner request the Manager to perform services not included in normal Management, a fee based at \$75.00 per hour may be assess at Manager's discretion after notifying Owner in advance of such a charge.

12.9.4 Sale to Current Resident. If the Owner sells Property to the current Resident, Owner shall agree to pay Armadillo Property Management, Inc. (One Percent) 1 % of the sales price OR \$1000.00 whichever is greater.

12.9.5 Funds Received After Termination. If Manager receives any funds on behalf of Owner after this Agreement ends (for example, rent, damages, past due amounts, and others), Manager will deposit those funds in Agent's trust account and will: (a) pay **10%** of the funds received to Manager as compensation for services (for example, research, accounting, communicating, and processing) rendered at that time; and (b) pay the balance of the funds to Owner. This provision survives termination of this Agreement.

**ARTICLE XIII
ASSIGNMENT**

13.1 Assignment. Armadillo Property Management, Inc. may assign or transfer this Management Agreement with a 30-day written notice to the Owner of the property.

**ARTICLE XIV
MISCELLANEOUS**

14.1 Applicable Law. The Agreement shall be construed under and shall be governed by the laws of the State of Colorado.

14.2 Warranty of Title. Owner hereby represents and warrants to Manager that Owner has valid legal title to each Property on Exhibit A and that if more than one Owner exists for a particular Property, either all of such Owners have signed this Agreement or the Owner(s) who has signed' it has full authority to sign it on behalf of the non-signing Owner(s).

Owner acknowledges that Manager shall be signing leases as Landlord as an accommodation to Owner. Owner therefore indemnifies Manager against, and agrees to hold it harmless from, any loss, liability, or claim made by a Resident, a Mortgagee, or any other party and arising out of a failure or defect of title by Owner. Owner agrees to notify Manager forthwith after receiving notice of any actual or threatened title defect, such as a pending foreclosure, etc. If Owner sells one or more of the properties to a third party during the term of this Management Agreement,

Owner acknowledges that any such sale must be subject to any then-outstanding leases for such properties made by Manager to a third party during the term of this Management Agreement.

14.3 Notices. Notices, statements and other communications to be given under the terms of the Agreement shall be in writing and personally delivered or sent by regular mail:

To Owner:

Phone

e-mail

To Manager: 521 N Taft Hill Rd, Ft Collins, CO 80521

Or at such other address as from time to time designated by the party receiving the notice.

14.4 Representations. Owner represents and warrants that Owner has full power and authority to enter this Agreement: that there are not written or oral agreements affecting the Property other than Resident leases, copies of which have been furnished to Manager; that the building and its construction and operation do not violate any applicable statutes, laws, ordinances, or the like: that the building does not contain any asbestos, radon, or other toxic or hazardous substances: and that no unsafe condition exists.

14.5 Building Compliance. Manager does not assume responsibility for compliance of the Property or any equipment therein with the requirements of any building codes or with any statutes, ordinance, law or regulation of any governmental body having jurisdiction, except to notify Owner promptly or forward to Owner promptly and complaints, warnings, notices or summons received by Manager relating to such matters.

Owner represents that to the best of Owner's knowledge the Property and all such equipment comply with all such requirements, and Owner authorizes Manager to disclose the ownership of the Property to any such officials and agrees to indemnify and hold Manager and its representative, harmless of and from all loss, cost, expense, and liability whatsoever which may be imposed by reason of any present or future violation or alleged violation of such laws, ordinances, statutes, or regulations.

14.6 Lead Based Paint. If the Property was built before 1978, Owner will complete and attach to this Agreement an addendum regarding lead-based paint and lead-based paint hazards that will be made part of any lease of the Property. If the Property was built before 1978, federal law requires the Owner (before a Resident is obligated under a lease) to:

- A. Provide the Resident with the federally approved pamphlet on lead poisoning prevention;
- B. Disclose the presence of any known lead-based paint or hazards in the Property;
and
- C. Deliver all records and reports to the Resident related to such paint or hazards.

14.7 Save Harmless. Owner shall indemnify, defend, and save Manager harmless from all loss, damage, cost expense, attorneys' fees, liability, or claims for suits, personal injury claims, or property damage incurred or occurring in, on, or about the Property.

14.8 Indemnification. Owner agrees to indemnify, defend and save Manager harmless from any and all claims, losses, damages, suits, liabilities, actions, demand or expenses, including reasonable attorney's fees, to or from Owner or third parties arising in connection with the management, operation and leasing of the Property or the performance or exercise of any of the duties, obligations or powers herein provided other than those arising solely as a result of the gross negligence or willful misconduct of Manager.

14.9 Fair Housing. Fair housing laws require the Property to be shown and made available to all persons without regard to race, color, religion, national origin, sex, disability, age, or familial status. Local ordinances may provide for additional protected classes (for example, creed, status as a student, marital status, sexual orientation, source of income, immigration status, or age). Owner agrees that Manager has to comply with all fair housing legal requirements at all times. Owner acknowledges that liability for failure to comply with fair housing legal requirements also extends to Owner. Owner agrees to comply with all fair housing legal requirements at all times. Owner shall not directly or indirectly cause Manager to violate any fair housing legal requirements. Owner shall not issue any directive to Manager, take any action, or exercise any discretion if the result would cause Manager to be liable for violation of any fair housing legal requirement. Owner agrees to not limit Manager's ability to comply with all fair housing legal requirements.

14.10 Modification. This Agreement contains the entire agreement between the parties respecting the matters herein set forth and supersedes all prior agreements between the parties hereto respecting such matter. This Agreement may not be modified except by written agreement executed by the parties.

14.11 Time is of Essence. Time of the essence of this Agreement.

14.12 Binding Effect. This Agreement shall bind the parties, their respective heirs, grantees, personal representatives, administrators, successors and assigns.

14.13 Attorney's Fees; Jury Waiver. In the event of any dispute arising hereunder or any action or proceeding to enforce the provisions of this Agreement, the prevailing party shall be entitled to recover its costs and expenses, including reasonable attorneys' fees. The parties agree that any action or proceeding arising out of or in any way connected with this Agreement, regardless of whether such claim is based on contract, tort, or other legal theory, shall be heard by a court sitting without a jury and thus the parties hereby waive all rights to a trial by jury.

THIS AGREEMENT CONSTITUTES A LEGALLY BINDING CONTRACT ENFORCEABLE BY LAW AND HAS IMPORTANT LEGAL CONSEQUENCES. PARTIES TO THIS CONTRACT SHOULD CONSULT LEGAL COUNSEL BEFORE EXECUTION. EXECUTION BY THE PARTIES ACKNOWLEDGES FULL ACCEPTANCE OF ALL THE TERMS AND CONDITIONS CONTAINED HEREIN

IN WITNESS, WHEREOF, the parties hereto have caused this Agreement to be duly executed.

OWNER _____

MANAGER: _____

This form has not been approved by the Colorado Real Estate Commission. It was Prepared by the Tschetter Sulzer PC, legal counsel for Beverly Ann Perina, Broker/Owner of Armadillo Property Management. It may not be altered other than by completing any blank spaces.

The printed portions of this form have been approved, except differentiated additions, by the Colorado Real Estate Commission.
(BDA55-8-22) (Mandatory 1-23)

THIS FORM HAS IMPORTANT LEGAL CONSEQUENCES AND THE PARTIES SHOULD CONSULT LEGAL AND TAX OR OTHER COUNSEL BEFORE SIGNING.

DIFFERENT BROKERAGE RELATIONSHIPS ARE AVAILABLE WHICH INCLUDE LANDLORD AGENCY, TENANT AGENCY, BUYER AGENCY, SELLER AGENCY, OR TRANSACTION-BROKERAGE.

**BROKERAGE DUTIES ADDENDUM
TO PROPERTY MANAGEMENT AGREEMENT
(Leasing Activities)**

LANDLORD AGENCY **TRANSACTION-BROKERAGE**

This Brokerage Duties Addendum (Addendum) is made a part of the agreement for the management and leasing of the Property known as _____ (Property), which is dated _____, between Brokerage Firm and Landlord (Agreement). This Addendum supplements the Agreement.

1. BROKER AND BROKERAGE FIRM.

1.1. Multiple-Person Firm. If this box is checked, Broker (as defined below) is the individual designated by Brokerage Firm to perform leasing services for Landlord. If more than one individual is so designated, then references in this Addendum to Broker shall include all persons so designated, including substitute or additional brokers. The brokerage relationship exists only with Broker and does not extend to the employing broker, Brokerage Firm, or to any other brokers employed or engaged by Brokerage Firm who are not so designated.

1.2. One-Person Firm. If this box is checked, Broker (as defined below) is a brokerage firm with only one licensed person. References to Broker or Brokerage Firm mean both the licensed person and brokerage firm who will perform leasing services for Landlord.

2. DEFINED TERMS.

2.1. Landlord: _____

2.2. Brokerage Firm: _____

2.3. Broker: _____

shall act for or assist Landlord when performing leasing activities in the capacity as shown by the box checked at the top of this page 1.

3. BROKERAGE RELATIONSHIP.

3.1. If the Landlord Agency box at the top of page 1 is checked, Broker will represent Landlord as a limited agent (Landlord's Agent). If the Transaction-Brokerage box at the top of page 1 is checked, Broker will act as a Transaction-Broker.

3.2. In-Company Transaction – Different Brokers. When Landlord and tenant in a transaction are working with different brokers within the Brokerage Firm, those brokers continue to conduct themselves consistent with the brokerage relationships they have established. Landlord acknowledges that Brokerage Firm may offer and pay compensation to brokers within Brokerage Firm working with a tenant.

3.3. In-Company Transaction – One Broker. If Landlord and tenant are both working with the same broker, the parties agree the following applies:

3.3.1. Landlord's Agent. If the Landlord Agency box at the top of page 1 is checked, the parties agree the following applies:

3.3.1.1. Landlord Agency Unless Brokerage Relationship with Both. Broker represents Landlord as Landlord's Agent and must treat the tenant as a customer. A customer is a party to a transaction with whom Broker has no brokerage relationship. Broker must disclose to such customer the Broker's relationship with Landlord. However, if Broker delivers to Landlord a written Change of Status that Broker has a brokerage relationship with the tenant then Broker is working with both Landlord and tenant as a Transaction-Broker. If the box in § 3.3.1.2. (**Landlord Agency Only**) is checked, § 3.3.1.2. (**Landlord Agency Only**) applies instead.

56 **3.3.1.2. Landlord Agency Only.** If this box is checked, Broker represents Landlord as Landlord's
57 Agent and must treat the tenant as a customer.

58 **3.3.2. Transaction-Broker.** If the Transaction-Brokerage box at the top of page 1 is checked, or in the event
59 neither box is checked, Broker will work with Landlord as a Transaction-Broker. A Transaction-Broker will perform the
60 duties described in § 4 and facilitate lease transactions without being an advocate or agent for either party. If Landlord and
61 tenant are working with the same broker, Broker will continue to function as a Transaction-Broker.

62
63 **4. BROKERAGE DUTIES.** Broker, on behalf of Brokerage Firm as either a Transaction-Broker or a Landlord's Agent,
64 will perform the following **Uniform Duties** when working with Landlord:

65 **4.1.** Broker will exercise reasonable skill and care for Landlord, including, but not limited to the following:

66 **4.1.1.** Performing the terms of any written or oral agreement with Landlord;

67 **4.1.2.** Presenting all offers to and from Landlord in a timely manner regardless of whether the Property is
68 subject to a Lease or letter of intent to Lease;

69 **4.1.3.** Disclosing to Landlord adverse material facts actually known by Broker;

70 **4.1.4.** Advising Landlord regarding the transaction and advising Landlord to obtain expert advice as to
71 material matters about which Broker knows but the specifics of which are beyond the expertise of Broker;

72 **4.1.5.** Accounting in a timely manner for all money and property received; and

73 **4.1.6.** Keeping Landlord fully informed regarding the transaction.

74 **4.2.** Broker shall not disclose the following information without the informed consent of Landlord:

75 **4.2.1.** That Landlord is willing to accept less than the asking lease rate for the Property;

76 **4.2.2.** What Landlord's motivating factors are to lease the Property;

77 **4.2.3.** That Landlord will agree to lease terms other than those offered;

78 **4.2.4.** Any material information about Landlord unless disclosure is required by law or failure to disclose
79 such information would constitute fraud or dishonest dealing; or

80 **4.2.5.** Any facts or suspicions regarding circumstances that could psychologically impact or stigmatize the
81 Property.

82 **4.3.** Landlord consents to Broker's disclosure of Landlord's confidential information to the supervising broker or
83 designee for the purpose of proper supervision, provided such supervising broker or designee will not further disclose such
84 information without consent of Landlord, or use such information to the detriment of Landlord.

85 **4.4.** Brokerage Firm may have agreements with other landlords to market and lease their property. Broker may show
86 alternative properties not owned by Landlord to other prospective tenants and list competing properties for lease.

87 **4.5.** If all or a portion of the Property is subject to a lease, or letter of intent to Lease, obtained by Broker, Broker
88 will not be obligated to seek additional offers to lease such portion of the Property.

89 **4.6.** Broker has no duty to conduct an independent inspection of the Property for the benefit of tenant and has no
90 duty to independently verify the accuracy or completeness of statements made by Landlord or independent inspectors.

91 **4.7.** Landlord understands that Landlord is not liable for Broker's acts or omissions that have not been approved,
92 directed, or ratified by Landlord.

93
94 **5. ADDITIONAL DUTIES OF LANDLORD'S AGENT.** If the Landlord Agency box is checked, Broker is
95 Landlord's Agent, with the following additional duties:

96 **5.1.** Promoting the interests of Landlord with the utmost good faith, loyalty, and fidelity.

97 **5.2.** Seeking rental rates and terms that are acceptable to Landlord.

98 **5.3.** Counseling Landlord as to any material benefits or risks of a transaction that are actually known to Broker.

99
100 **6. MATERIAL DEFECTS, DISCLOSURES AND INSPECTION.**

101 **6.1. Broker's Obligations.** Colorado law requires a broker to disclose to any prospective tenant all adverse material
102 facts actually known by such broker including but not limited to adverse material facts pertaining to the title to the Property,
103 the physical condition of the Property, any material defects in the Property, and any environmental hazards affecting the
104 Property required by law to be disclosed. These types of disclosures may include such matters as structural defects, soil
105 conditions, violations of health, zoning or building laws, and nonconforming uses and zoning variances. Landlord agrees
106 that any tenant may have the Property and Inclusions inspected and authorizes Broker to disclose any facts actually known
107 by Broker about the Property. Broker is not obligated to conduct an independent investigation of the tenant's financial
108 condition except as otherwise provided in the Agreement.

109 **6.1.1. Required Information to County Assessor.** Landlord consents that Broker may supply certain
110 information to the county assessor if the Property is residential and is furnished.

111 **6.2. Landlord's Obligations.**

112 **6.2.1. Landlord's Property Disclosure Form.** A landlord is not required by law to provide any particular
113 disclosure form. However, disclosure of known material latent (not obvious) defects is required by law. Landlord

114 **Agrees** **Does Not Agree** to provide on or before tenant signs the lease, a written disclosure of adverse matters

115 regarding the Property completed to the best of Landlord's current, actual knowledge. Colorado law may require Landlord
116 to disclose certain facts regardless of whether Landlord provides a written disclosure.

117 **6.2.2. Lead-Based Paint.** Unless exempt, if the improvements on the Property include one or more
118 residential dwellings for which a building permit was issued prior to January 1, 1978, a completed Lead-Based Paint
119 Disclosure (Rental) form must be signed by Landlord and the real estate licensees and given to any potential tenant in a timely
120 manner.

121 **6.2.3. Carbon Monoxide Alarms.** Landlord acknowledges that, unless exempt, if the Property includes one
122 or more rooms lawfully used for sleeping purposes (Bedroom), an operational carbon monoxide alarm must be installed
123 within fifteen feet of the entrance to each Bedroom or in a location as required by the applicable building code, prior to
124 offering the Property for sale or lease.

125
126 **7. ADDITIONAL AMENDMENTS:**

127
128
129
130 Date: _____ Date: _____

131
132
133 _____

134 Landlord Landlord

135
136

137 Date: _____

138 Broker

139 Brokerage Firm's Name: _____

140
141

Lead-Based Paint Obligations of Landlord

Landlord acknowledges the following obligations, which shall be completed before the tenant is obligated under any contract to lease the Property. There is no obligation of Landlord to conduct any evaluation or reduction activities.

1. Landlord shall provide the required lead warning statement set forth on the Lead-Based Paint Disclosure form.
2. Landlord shall provide the tenant with the EPA-approved lead hazard information pamphlet "Protect Your Family From Lead in Your Home".
3. Landlord shall disclose to the tenant and the real estate licensee(s) the presence of any known lead-based paint and/or lead-based paint hazards in the Property being leased. Landlord shall also disclose any additional information available to Landlord concerning the known lead-based paint and/or lead-based paint hazards, such as the basis for the determination that lead-based paint and/or lead-based paint hazards exist, the location of the lead-based paint and/or lead-based paint hazards, and the condition of the painted surfaces.
4. Landlord shall disclose to each real estate licensee the existence of any available records or reports. Landlord shall also provide the tenant with any records or reports available to Landlord pertaining to lead-based paint and/or lead-based paint hazards in the Property being leased. This requirement includes records and reports regarding common areas. This requirement also includes records and reports regarding other residential dwellings in multifamily target housing, provided that such information is part of an evaluation or reduction of lead-based paint and/or lead-based paint hazards in the building as a whole. If no such records or reports are available, Landlord shall so indicate.
5. Landlord must sign and date the Lead-Based Paint Disclosure, certifying to the accuracy of Landlord's statements, to the best of Landlord's knowledge.

If any of the disclosure activities identified above occurs after the tenant has provided an offer to lease the Property, Landlord shall complete the required disclosure activities prior to accepting the tenant's offer and allow the tenant an opportunity to review the information and possibly amend the offer.

Landlord is required to retain a copy of the completed Lead-Based Paint Disclosure for 3 years from the commencement of the leasing period.

Property known as No. _____
Street Address City State Zip

Date: _____ Date: _____

Landlord

Landlord



BILLING OF VACANT RENTAL PROPERTY AGREEMENT

Owner Name or Legal Business Name _____			
Owner Contact, Last Name _____		First Name _____	
Title _____	Telephone _____	Email _____	
Contact Address _____			
City, State, Zip Code _____			
Tax Id or Social Security Number _____			

Management Company Name (if applicable) Armadillo Property Management INC			
Management Company Contact Last Name Perina		First Beverly	
Title Owner	Telephone 970-482-9293	Email accounting@rentfortcollins.com	
Contact Address 521 N Taft Hill Road			
City, State, Zip Code Fort Collins CO 80521			

Billing Address	(same as above) 521 N Taft Hill Road
City, State, Zip Code	Fort Collins, CO 80521

Description of Agreement Options

Automatic Turn On Option (ATO)

As Owner/property manager ("Landlord") for the following properties, I hereby request service pursuant to the Billing of Vacant Rental Property Agreement under which Xcel Energy will provide and bill rental unit(s) electric and/or gas service during periods of tenant vacancies, as notified by either Tenant or Landlord (if the Tenant has signed the Tenant Application for Landlord to Start/End Service). Owner/Landlord accepts responsibility for payment of all Xcel Energy electric and/or gas billings for rental unit(s) during periods of vacancy for the attached addresses. Accurate and current information is imperative to insure no interruption of service. Failure to notify Xcel Energy in writing of the sale or ownership transfer of facilities within three business days may result in Late Payment Charges and/or billing may revert to the Landlord of record. The Agreement must be fully completed and faxed (1-800-892-0343) or mailed (Xcel Energy, Attn: Landlord Agreement Team, PO Box 8, Eau Claire, WI 54702-0008).

Lock on Disconnect Option

As an Owner/property manager ("Landlord") for the following properties, I hereby request service pursuant to the Billing of Vacant Rental Property Agreement. When a vacancy occurs, Xcel Energy will disconnect service and subsequently reconnect service when notified by the Landlord or Tenant at the attached rental units. I understand I will be assessed disconnect and connect charges for these facilities as applicable. Owner/Property manager is advised that unless the facility is properly weatherized for all conditions, the Lock on Disconnect option may endanger health and/or result in property damage. Accurate and current information is imperative to insure no interruption of service. Failure to notify Xcel Energy in writing of the sale or ownership transfer of facilities within three business days may result in Late Payment Charges and/or billing may revert to the Owner /Landlord of record. The Agreement must be fully completed and faxed (1-800-892-0343) or mailed (Xcel Energy, Attn: Landlord Agreement Team, PO Box 8, Eau Claire, WI 54702-0008).

By signing this Agreement, the Landlord will be subject to rules and regulations as specified in the Billing of Vacant Rental Property Agreement. The service is subject to Company's General Rules and Regulations. Company reserves the right to make changes from time to time in the administration of this service and may choose to discontinue this service. Company will notify participating Landlords of any changes to the Agreement. Upon written notice to Xcel Energy, Landlord may terminate this agreement.

Owner Name _____	Date _____	Phone () _____
Owner Signature _____	Title Owner	Email _____
Management Company Name Armadillo Prop. Mgmt.		Authorized Signature _____

Xcel Energy Form BVRP

Date Received _____

00000223



Properties Included in the Billing of Vacant Rental Property Agreement

Owner/Property Manager will select one of the following options to apply during times of tenant vacancy for each of their buildings. Please fax (1-800-892-0343) or mail (Xcel Energy, Attn: Landlord Agreement Team, PO Box 8, Eau Claire, WI 54702-0008) this page with the completed Billing of Vacant Rental Property Agreement. Additional addresses may be included on a separate sheet of paper.

Automatic Turn On (ATO) Option – Owner/Property Manager accepts responsibility for payment of utility bills and authorizes Xcel Energy to place the following rental unit(s) electric and/or gas services in the Owner/Property Management name during periods of tenant vacancies.

Lock on Disconnect (LOD) Option – Owner/Property Manager agrees that Xcel Energy will disconnect rental unit(s) electric and/or gas service and service will be reconnected when notified by Owner, Property Manager or Tenant. Landlord will be assessed disconnect and connect charges for these facilities as applicable. Owner/Property Manager is advised that unless the facility is properly weatherized for all conditions, the Lock on Disconnect option may endanger health and/or result in property damage.

New	Delete	ATO	LOD	Date of Effective Change	__/__/__
Building Name		Address			
City State Zip					
Management Company		Armadillo Property Mgmt.	Telephone Number	970-482-9293	
Contact Beverly Perina					

New	Delete	ATO	LOD	Date of Effective Change	__/__/__
Building Name		Address			
City State Zip					
Management Company		Armadillo Property Mgmt.	Telephone Number	970-482-9293	
Contact Beverly Perina					

New	Delete	ATO	LOD	Date of Effective Change	__/__/__
Building Name		Address			
City State Zip					
Management Company		Armadillo Property Mgmt.	Telephone Number	970-482-9293	
Contact Beverly Perina					

New	Delete	ATO	LOD	Date of Effective Change	__/__/__
Building Name		Address			
City State Zip					
Management Company		Armadillo Property Mgmt.	Telephone Number	970-482-9293	
Contact Beverly Perina					

New	Delete	ATO	LOD	Date of Effective Change	__/__/__
Building Name		Address			
City State Zip					
Management Company		Armadillo Property Mgmt.	Telephone Number	970-482-9293	
Contact Beverly Perina					

Landlord Company Armadillo Property Mgmt. Date _____ Phone 970-482-9293
Contact Name (Printed) Beverly Perina Signature _____

For Xcel Energy use only Form BVRPA03082005
Date received _____ Owner ID _____

000002 3/3

Property Owner Information

(Please print)

Owner's Name _____
Last Name First Name M.I.

Mailing Address _____ City _____ State _____ Zip _____

Owner's Phone (work) _____ (home) _____ E-mail _____

Rental Property Addresses and Instructions (add additional pages if needed):

Enter one property address per line. Select a box to let Fort Collins Utilities know what to do when a tenant cancels service. If neither box is selected, the Turn-Off option will be used for the property.

	Always On* Turn-Off		Always On* Turn-Off
_____	<input checked="" type="checkbox"/> <input type="checkbox"/>	_____	<input checked="" type="checkbox"/> <input type="checkbox"/>
_____	<input checked="" type="checkbox"/> <input type="checkbox"/>	_____	<input checked="" type="checkbox"/> <input type="checkbox"/>
_____	<input checked="" type="checkbox"/> <input type="checkbox"/>	_____	<input checked="" type="checkbox"/> <input type="checkbox"/>
_____	<input checked="" type="checkbox"/> <input type="checkbox"/>	_____	<input checked="" type="checkbox"/> <input type="checkbox"/>

*A service charge of \$10 is assessed when service reverts to the owner. Service will not automatically revert to the owner if the tenant account is turned off due to non-payment.

Does owner always pay water? Yes No

Property Management Information & Release Authorization

As the owner of the above referenced properties, I authorize (property manager) Armadillo Property Management, Inc. to receive information about billed utility charges (paid or unpaid, including dates of service) concerning my rental propertie (for which I am the account holder), per Colorado Revised Statute 24-72-202(4).

Contact Name _____
Perina Beverly A
Last Name First Name M.I.

Phone 970-482-9293 Fax 970-492-1443 E-mail Accounting@rentfortcollins.com

Mailing Address 521 N. Taft Hill Road City Fort Collins State CO Zip 80521

Delinquency Notification: Yes No

By checking "Yes," I understand and agree that written notice will be sent to me for any delinquent accounts incurred by tenants at these properties. This notice will be sent on the same day the final delinquency notice is mailed to the tenant. Unpaid City utility charges constitute a lien against the property.

Signature _____ Date _____

Email to: Utilities_CSD@fcgov.com

Mail to: Fort Collins Utilities Customer Service, P.O. Box 580, Fort Collins, CO 80522-0580



Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p> <hr/>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
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or								
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	-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
------------------	---	---------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

ACH/Direct Deposit Authorization Form
Armadillo Property Management

Please Circle One:

NEW Direct Deposit

CHANGE Direct Deposit

CANCEL Direct Deposit

1. Payee Information

Name:

Address:

Contact Person's Name (if other than payee):

Tax ID#/SS#:

Telephone Number:

Email Address:

2. Financial Institution Information

Bank Name:

Bank Address:

Name on Bank Account:

Bank Account Number:

Nine-Digit Bank Routing/Transit Number (ABA):

Type of Account:

Checking

Savings

3. Approvals/Authorizations - I certify that the information provided on this form is correct, and I hereby authorize Armadillo Property Management Office of Accounts Payable to electronically deposit payments to the bank account designated above. It is my responsibility to notify APM (accounting@rentfortcollins.com or 970-482-9293) immediately if I believe there is a discrepancy between the amount deposited to my bank account and the amount of the invoice(s) paid. I understand that I must notify APM in writing immediately of any changes in status or banking information. I understand that this authorization will remain in full force and effect until APM has received written notification requesting a change or cancellation and has had reasonable opportunity to act on it, which should take no longer than seven (7) to ten (10) business days.

Print Name: _____ Signature: _____ Date: _____

Important Information

Please return completed form via [email: accounting@rentfortcollins.com](mailto:accounting@rentfortcollins.com)

Quality Assurance Standards (QAS)

The following categories contain minimum property standards for properties managed by Armadillo Property Management, Inc. Maintaining property standards will enhance and protect our owners, residents, and the reputation of Armadillo Property Management, Inc. These Quality Assurance Standards (QAS) need to be followed at all times.

Exterior Conditions

Structural—Property is to be structurally sound.

Roofs and Gutters—Roofs must be free of leaks and in good repair. Gutters are to be clean and free flowing.

Windows and Locks—All window glass must not be broken or cracked. All windows and window locks must be operational.

Doors and Locks—All exterior doors are to be in sound condition and whether tight. All locks are to be re-keyed between occupancies and to be operational at all times.

Paint—Siding and trim paint is to remain free of peeling. Any peeling paint on homes built prior to 1978 should be addressed for the possibility of Lead Based Paint immediately.

Lighting—Exterior lighting is to be provided on perimeter areas where hazards may exist. All burned out bulbs are to be replaced immediately.

Landscaping, Trees, Miscellaneous Appearance—Landscaping is to be well maintained and at all times provide a neat appearance. Mowing and watering of lawns, trimming shrubs and flowers, and cutting back of trees as may be required from time to time. All personal property, trash receptacles, and disabled cars are to remain out of sight. All debris is to be removed no less than monthly.

Interior Conditions

Heating System—All properties are to be equipped with an adequate heating system meeting local building codes and be in good repair at all times. Defects are to be repaired immediately.

Electrical System—All electrical is to remain in good repair and meet local building codes. Any exposed wiring or defective outlets, switches, or fixtures should immediately be repaired.

Plumbing System—All properties are to be supplied with hot and cold running water. Plumbing fixtures are to remain free of leaks and be operational, and water heaters should be set to meet local building codes and be equipped with a pressure relief valve.

Appliances—All appliances left remaining on the premises are to be maintained in good working order. Defective appliances such as the refrigerator or stove will be repaired or replaced immediately, the dishwasher, microwave or washer/dryer may or may not be repaired or replaced, it depends on what the owner wants to do.

Smoke Detector(s)—Properties are to be equipped with approved and operational smoke detector. Any defects in equipment, including poor batteries, should be repaired/replaced immediately.

Flooring—All flooring materials are to be clean and maintained in good condition at all times. Flooring, including carpet, vinyl, and wood is to remain free of rips, tears, and gouges.

General—Premises are to be clean and free of debris at all times. Property is to be turned over to incoming residents with the highest standard of cleanliness at all times.

Property Address: _____ Code: _____ Date: _____

Directions to property from major cross streets

Management Information: General Information & Property Description

Type/Style: SFH Duplex Triplex Four-plex
Apt. Condo Town home

of Bdrms Studio 1 2 3 4 5 6
of Baths ___full ___3/4 ___1/2

Basement type Full Finished Unfinished
Partial Crawl None

Extra Rooms Family room Office Loft
Other: Approx finished sq ft.

Yard Shared Full-use Pets Dog: Yes No Fenced
Unfenced Cat: Yes No

Parking/Garage Off-street 1-car 2-car
Attached Detached ___# of openers

Fireplace Gas Wood Propane None

A/C Central Window-unit Swamp None

Appliances: Washer/Dryer Color: _____/_____ Hookups Coin Owners= None
Stove: Color: _____ Electric Gas Propane Vent Hood Yes No
Refrigerator Color: _____ Size Restriction _____ Hinge side Left Right
Dishwasher Color: _____ Portable Fixed
Microwave Color: _____

Management Information: Utility Billing Information

Electric OP TN TP= %

Ave/month: \$ Notes:

Gas/Propane OP TN TP= %

Ave/month: \$ Notes:

Water/Sewer OP TN TP= %

Ave/month: \$ Notes:

Trash OP TN TP= %

Ave/month: \$ Notes:

Lawn Care Owner Tenant

Notes:

Management Information: Owner bill-paying

HOA Owner APM

Insurance Co: _____
Agent: _____ Phone: _____

Taxes: Sch # _____ Owner Escrow APM

Policy#: _____
Paid by: Owner Escrow APM

Mortgage Co: _____ Owner APM

Maintenance Information: Interior & Exterior Info

Exterior siding Wood Composite Aluminum Vinyl
Siding paint _____ age:
Trim paint _____ age:

Interior: Wallpaper: Yes No Age:
Wall paint: _____ age:
Ceiling paint: _____ age:

Roof Asphalt Cedar Flat
Age: _____

Carpet: _____ age _____
Vinyl: _____ age _____
Other: _____ age _____

Maintenance Information: Access Locations

Electrical system Breaker Fuse
Panel Location: _____

Sprinkler System: Clock Location: _____
Vacuum breaker location: _____
Supply line shutoff: _____

Crawlspace Access:

Maintenance Information: Plumbing/Heating Systems

Heating System GFA Boiler Elec BB
Fuel Source Gas Propane Electric Oil
Ignition Electronic Pilot
Location: _____
Size: _____ Filter size: _____

Plumbing System
Water Heater Gas Propane Electric
Size 40 gal 50 gal
Location: _____
Water shutoff: _____

Owner: _____ Phone: _____
Address: _____

Other information: