PROPERTY MANAGEMENT PROPOSAL

2025

houzez by TECHNOVATORS

Property Management Agreement

The relationship between Houzez and the real estate investor is established by the Property Management Agreement, which is included with this proposal. The agreement is usually for one year with an automatic month-to-month renewal unless one of the parties terminates the agreement with 30 days' notice. The Property Management Agreement gives the property manager a wide range of authorities and establishes the terms to be used for leasing any properties covered under the agreement. The management agreement can cover one property or multiple properties.

Property Management Website

Houzez offers online access to property records to both landlords and tenants. The website address is:

http://www.houzezmw.com

Our website is a portal designed to provide an overview of rental properties for real estate investors. It provides a resource library for:

Tenant applications
Applications made by prospective tenants. They will be uploaded to the portal pending the investors approval.

Lease agreements
Rental lease agreements (once signed by both parties) will be uploaded to the portal for easy access for the investor.

Inspection reports
Detailed inspection reports will be uploaded periodically for the investor to keep track of the condition of their property.

Maintenance reports
All maintenance work will be recorded, pictures taken and uploaded to the portal for the investor.

Eviction notices
All breaches of the lease agreement that warrant an eviction notice will be uploaded to the portal.

Overview
The real estate investor will be able to make informed decisions regarding their property from analyzing information in this resource center. The investor will also be able to download any documents required for various processes involving their property.

Repairs

The tenant has a responsibility to maintain the property and prevent damages, and the property owner has general responsibility to maintain the equipment in the home. The tenant is only responsible for paying for the repairs of any damage caused by the tenant.

The obligations and duties of the tenant for maintaining the property is communicated to the tenant in the Rental Lease Agreement.

Accounting

Houzez invoices the tenant on the 20th day of the month for the next quarters rent, which is due on the first day of the month. In addition to invoices for quarterly lease payments, Houzez also invoices the tenant for maintenance charges and late fees, if any occur. Management fees are due on the 5th day of the 1st month of the new quarter.

Maintenance

As property manager, Houzez will respond to repair requests by property owners and will also initiate repairs based on initial or periodic inspections of the property. Repairs costing more than MK50,000 will be approved in advance of the commencement of work, unless a delay will cause additional damage, such as a plumbing leak. Houzez has a number of qualified contractors such as plumbers, builders, electricians and carpenters that can make repairs to the property at a competitive rate.

Eviction of Tenants

Tenants who breach the lease agreement for non-payment of the rental fee or other non-rental issues can be subjected to eviction. Houzez will lead the proceedings and in the event that the tenant's security deposit is insufficient to recover the cost of repairing any damages, then a civil case can be brought against the tenant in order to recoup the costs.

Termination of Lease

The lease terminates at the election of the tenant or property owner upon providing 30 days' notice before the end of the lease or any renewals. The property is put on the market for lease as soon as the notice is received from the tenant or given to the tenant by the property owner. During this 30 day period, the tenant is required to allow access to the property to Houzez for prospective tenants. When the tenant vacates the property, the property inspector will again visit the property to prepare an after-lease property inspection report. If there are any discrepancies or repairs noted on the report, the tenant is notified that there will be a charge to make the repairs or clean the property. The tenant has a security deposit equal to one month's rent in most cases, and this money is held until all final repairs are made. The property manager is responsible for issuing a final report to the tenant indicating the status of the security deposit and what charges, if any, are to be deducted before returning the deposit to the tenant. Typical

charges include cleaning, removal of trash and debris, painting, carpet replacement, etc. These repairs are done by a licensed contractor in most cases, or with general labor where a licensed professional is not required.

Service Fee Schedule

The fees associated with our property management services are broken down into two areas:

1. Management Fees – There is a fee of 5% of the monthly rental to manage the property. This fee is payable on a quarterly basis.

2. Repair oversight – In the event that repairs are required on the property, a 10% fee is charged for the oversight of the contractors and vendors involved in the repair. Minor repairs costing less than MK50,000 are not subject to the oversight fee.

Summary

Houzez will provide property management services to care and maintain the investment of the property owner. The ownership of rental property can be rewarding if it is managed properly using established standards for managing real estate.

Houzez (Director)