



Property Management FC

First Capitol Property Management

Owner Manual



First Capitol Property Management

Welcome to Making Property Management Managable!

Thank you for choosing Property Management Inc to manage your investment. We are aware that you had many choices and we appreciate that you have selected us as your property management company. First Capitol works to achieve the highest professionalism in Real Estate/Property Management Services. Therefore, we have prepared the First Capitol Property Management Owner Manual to assist you in a successful business relationship with our company. We urge you to take the time to review the information enclosed. We feel this will further clarify many of the procedures for our Property Management services. After reading the material, if you have questions or any concerns, contact your management team immediately, using the company contact information provided in the following pages.

First Capitol PM forms have also been included with this manual. There are some to fill out upon receipt unless already you have already completed them. There are additional forms to assist you in the future. Completing and using the forms assists First Capitol in setting up and maintaining an accurate account for you and your investment.

Special note: the information provided in the First Capitol Owner Manual is subject to change.

Landlord/Tenant laws, personnel, policies, and procedures change accordingly to events that take place. First Capitol works diligently and continually to improve services and personnel training as well as remaining current with all landlord/tenant legislation.

Once again, thank you for choosing First Capitol Property Management as your Property Management Company. We look forward to a successful business relationship.



First Capitol Property Management

Owner Documents

A copy of your management agreement is included with the First Capitol Owner Manual. Refer to it as needed and keep it with this information for a handy reference. There is also an Owner Information Packet, which outlines our services and fees.

First Capitol Property Management

First Capitol is a type of company operating in York, Pa, specializing in full-service property management and residential sales. The company has been operating since 2011, and is actively involved in York, Lancaster, and Adams Counties.

First Capitol Mission Statement

The mission of First Capitol is to provide quality service in property management and real estate sales in the list area community, demonstrating integrity and professionalism.

First Capitol Communication

Communication is a key to the success in any relationship and the First Capitol Owner relationship is certainly not an exception. We work constantly to improve communications with all of our clients or prospective clients. This includes everyone – owners, tenants, applicants, vendors, buyer, sellers, and the public.

Company communication on the next page, you will find all general office information such as addresses, telephone numbers, email address, website, and office hours.

First Capitol personnel communicate by:

Telephone: (717) 779-9833

Owner Web Portal

Fax: (717)757-9984

Email: Nicole@firstcapitolpm.com

Written correspondence:

First Capitol Property Management

1911 East Market Street

York PA 17402



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First Capitol website

First Capitol stays current with business technology. The First Capitol website, www.firstcapitolpm.com, has proved to be a tremendous asset.

Here are a few of the benefits for clients on the First Capitol website:

- Prospective tenants can search our site for available rentals and download our application.
- Tenants can access important information, such as a work order request, or send First Capitol an email from the site
- Owners can obtain forms or view the First Capitol monthly newsletter

Owner communication

Communication works both ways. We need communication from you, the owner. It is important that you let us know of any significant change that can affect your account. First Capitol needs to know when you are moving, if you have a problem with your account, if your social security number has changed to a Tax ID, or any other important information. Please use the owner portal or email to notify us of any changes.

Email

First Capitol encourages all owners to use email to contact us. It is fast and effective. Please supply us with your email address on all the First Capitol forms. We will enter your email address in our database.

Special note: When using email, we request that you put the “property address” in the subject line. With the problems of spam, worms, viruses, Trojans, and more in the Internet world, this helps us identify the importance of your message, and avoids oversights or deletions of messages.



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Owner Vacation Notice

First Capitol respectfully requests that owners notify First Capitol of vacations that are two weeks and over. Another alternative is to inform your Emergency contact listed on the Owner Information Form. The purpose in asking for this information is only so First Capitol is prepared in the event of an emergency repair or major problem concerning the owner's property and/or tenant. Please notify us of using the Owner Portal.

Owner Responsibilities

A successful business relationship works both ways. First Capitol takes their management responsibilities seriously, and requests owners to do the same.

Owner responsibilities are:

- Notify First Capitol of any ownership change or eminent owner change for the managed property.
- Supply First Capitol with accurate information so First Capitol can service the management account properly.
- Review statements monthly and notify First Capitol of any discrepancies found as soon as possible.
- If using ACH, check statements monthly for accurate or missing deposits and notify First Capitol if there are problems immediately.
- Support Fair Housing Laws and guidelines, as well as all necessary legislation.
- Maintain a current insurance policy for their property.
- Review their property insurance yearly and update as needed.
- Exercise responsibility for required maintenance and the safety of their tenants.
- Treat First Capitol personnel with courtesy and notify First Capitol principals if there are problems with First Capitol personnel so they can be resolved quickly



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-Visit the property periodically when necessary and if an owner cannot perform this function, First Capitol requests the owner assign a third party to represent this in this capacity

The Scope of Property Management

Our management process focuses on showing your property, processing applications, renting, managing all the many facets of tenancy, and handling the details when the tenant moves.

Office Team: The office team supports all First Capitol Personnel and Management. They handle the everyday business of telephones, taking messages, accepting applications, office details, preparing documents, and coordinating with your management team.

Sales Team: First Capitol also has a sales team that can assist you with Real Estate, buying or selling. The sales team consists of experienced and licensed Real Estate agents. There is no obligation when you ask for a market analysis for the value of your current property, information for purchasing a new investment property, or available financing.

What is included in First Capitol Property Management services?

We want you to know what First Capitol does for you as your property management company. Therefore, First Capitol has outlined details on our policies and procedures in future pages of this information. There are so many details and aspects of managing property, that we can only include the basics in this manual. If you have more questions, contact your management team. Again, these are general guidelines and when necessary, policies will change. Please bear in mind that we are unable to do “everything” that is required to service a property under our management fees.

What is not included in First Capitol Property Management services?

Because First Capitol provides owners with full service, it can be easy to request something that we cannot perform. Some tasks go beyond the normal scope of property management or require additional fees/services (see below). There are also areas licensed real estate agents dare not tread, unless they have obtained the proper licensing or degrees. We ask that you remember this when making a request, and review a paragraph that was included in your Management



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Agreement: Owner understands and agrees that normal Property Management does not include providing on-site management services, property sales, refinancing, preparing property for sale or refinancing, modernization, fire or major damage restoration, rehabilitation, obtaining or giving income tax, accounting, or legal advice, representation before public agencies, advising on proposed new construction, debt collection, counseling, or attending Homeowner Association meetings. If you have any questions on what is included or not included in property management, please let us know. We have more information on additional services later in this manual.

Company Policies

It is very important in the field of Property Management, that First Capitol follow local, state, and federal legislation and guidelines. Our company takes pride in our industry, and we further implement guidelines and policies of several organizations, such as the National Association of Residential Property Managers, NARPM, and the National Association of Realtors, NAR®. Additionally, we train all personnel by requiring them to read and follow the First Capitol Property Management Policy and Procedures Manual and First Capitol Employee Manual.

Department of real estate requirements

The Pennsylvania Department of Real Estate requires licensing for all persons conducting Property Management and Real Estate Sales in PA. First Capitol requires all personnel that are Brokers, Property Managers, and Real Estate Agents to have a Pennsylvania Real Estate license.

Code of ethics

First Capitol follows the Code of Ethics outlined by both NARPM and NAR®, and list other organizations here. First Capitol considers this a top priority in conducting business, and is required of all First Capitol personnel.

Drug-free policy

First Capitol has a drug-free policy for all personnel, vendors, and tenants. First Capitol incorporates this policy into First Capitol rental/lease agreements, tenant, personnel, and vendor documentation.



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Legislation

First Capitol adheres to the laws and guidelines of federal, state, and local legislation, and incorporates this into all documentation, policies, and procedures. Here are some of the agencies and acts First Capitol follows:

Fair Housing (HUD) - First Capitol supports and follows Fair Housing laws and guidelines; the First Capitol office displays Fair Housing signage

Equal Opportunity - First Capitol is an Equal Opportunity employer; the First Capitol office displays Equal Opportunity signage.

SCRA Act – Serviceman’s Civil Relief Act, which has replaced the Soldiers’ and Sailors’ Act of 1940

URLTA - Uniform Residential Landlord Tenant Act

FCRA - Fair Credit Reporting Act

FTC – Fair Trade Commission

EPA – Environment Protection Agency

Lead-based paint

Lead-based paint became a major issue in the 1990s that prompted mandatory requirements for residential housing and continues today. First Capitol follows all mandated federal and state guidelines for lead-based paint. All properties prior to January 1, 1978 require disclosures to all tenants and owners. Tenants sign lead-based paint disclosures prior to renting a property and First Capitol provides them with the required EPA Pamphlet, Protect Your Family from Lead in the Home. First Capitol then forwards the required disclosure to owners for signature.

Property owners and/or Property Managers must also notify tenants, in writing, of any scheduled work necessary for lead-based paint on the property. Legislation now provides that owners and managers must use certified vendors to work on lead-based paint.

Mold issues

First Capitol regards mold issues as a top priority in property management. Owners should be aware that mold is another leading issue in the property management industry and failure to act if tenants report or discover mold can lead to costly lawsuits. Several cases regarding mold have awarded damages to tenants in the millions of dollars. This is an area of extreme liability and First Capitol takes action if a tenant reports mold. First Capitol notifies owners as soon as practically possible of



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any mold issues so First Capitol and/or the property owner can take the proper steps.

Answers Regarding Funds

When you entered into a management agreement, First Capitol established an account for you and your property. First Capitol recognizes the importance of accurately collecting and disbursing funds. The bookkeeping program used by First Capitol is specialized software designed to handle the many facets of property management and accurate record keeping, and complies with the requirements of the State Department of Real Estate.

Banking

First Capitol holds your account in a trust fund mandated by the state of Pennsylvania. This account does not earn interest per PA Real Estate Commission Guidelines. First Capitol accounts for each owner's funds separately in the trust account and does not co-mingle funds with broker monies, following the agency requirements.

Monthly statements

First Capitol sends monthly statements to owners. If you have difficulty reading your monthly statement, please contact your management team. We are happy to assist you and answer your questions.

Disbursement of monthly funds

First Capitol disburses available funds to owners on the 15th day of each month. If this day falls on the weekend, First Capitol issues funds on the next business day. First Capitol does not disburse funds on weekends and holidays. First Capitol does NOT issue owner checks unless there are sufficient funds in the owner's account. It is vital to accurately post rents, pay vendors, and disburse funds for your account. Therefore, it is vital First Capitol adhere to this schedule to ensure servicing every owner's account.



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First Capitol distributes owner funds in two ways:

-Company check disbursed directly to the owner accompanying their monthly statement.

-ACH direct deposit – directly disbursed into an owner's bank account; First Capitol emails monthly statements after disbursement. A form to start ACH is included with this information.

End of year procedures

At the end of each year, First Capitol is required to file 1099's for income received over \$600. Please note that this amount is for "total income received," and not the yearly total of owner disbursements. The Internal Revenue Service dictates the "total income received" requirement. Please note that security deposits are not included in this amount.

It is necessary that you supply First Capitol with the necessary Social Security/Tax ID information so the 1099 is accurate. First Capitol will send the 1099 for the rent by January 31 for the previous tax year. If there is a change in your tax information such as a new trust or address, please notify us with the Owner Change of Information form. If you need another change form, please contact us.

First Capitol also issues 1099s for disbursements to vendors for work over \$600.00. Therefore, owners do not have to issue 1099s for work completed and paid through the First Capitol trust account. Owners are responsible for issuing 1099s to any vendor paid through the owner's personal account.

The last statement of the year will reflect "total amounts" for income and expenses that have transpired throughout the year, such as management fees, leasing fees, landscape, utilities, repairs and maintenance, etc. The amounts will not reflect any funds issued through the owners personal account. Owners can submit their last statement to their tax person along with other information for income tax reporting. First Capitol does not issue statements to the owner's tax preparers.



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Renting Your Property

Preparing to rent the property

When prospective tenants view your vacancy, First Capitol wants the property to look its best and compete with area rentals. A property maintenance report and rental market survey is completed. The First Capitol management team will contact you to discuss the details of your vacant property and any necessary maintenance.

Setting the rent

Supply and demand determines rent. If there are multiple rentals available in the area of your property, it is necessary to be very competitive. If very few are “for rent” in the same area, it can make it easier to rent the property. Markets change and First Capitol advises owners on the “current rental market.”

How long will the property be vacant?

This is the most commonly asked question First Capitol receives from owners. Unfortunately, there is no way to predict how long a property will remain on the market, even in the best market conditions. However, First Capitol works diligently to rent the property as quickly as possible. What is important to remember is that the most important objective is to have “a quality tenant.” First Capitol, or any other property management company, can rent properties “quickly” if they do not have standards for obtaining good tenancy. However, bad tenants will only create more expense and another unwanted vacancy; therefore, waiting for the “right tenant” is worth the additional time it can take to rent the property.

Advertising/Marketing

Internet/website

First Capitol has found that the Internet and the First Capitol website, www.FirstCapitolpm.com receives tremendous exposure, as well as using Craig’s List, Hot Pads, Zillow, and many other for rent websites. First Capitol takes full advantage of this medium to reduce advertising costs and gain more exposure for your property.



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Signage

First Capitol displays “For Rent” signs prominently, and each sign carries the appropriate extension for the property. Signs promote calls. The caller can immediately access the property information and showings 24 hours a day.

Showings and Applications

The First Capitol property managers conduct showings for each vacant unit. We arrange showing times for your property in advance through our voice messaging system, and appointments by contacting the First Capitol office directly. When prospective tenants see the property, the management team answers questions and distributes applications. Applications are available in the First Capitol office, at the property showings, and on the First Capitol website. First Capitol recommends to owners that when the property is on the market, that pets are “negotiable.”

This can solve two problems.

1. First, this encourages prospective applicant to disclose any pets. Then, based on the owner preference on pets, First Capitol can automatically notify the applicant that the owner does not allow pets.
2. Second, by listing pets as negotiable, it avoids eliminating an excellent tenant that does care for their pet, has an excellent tenant history, and owns a pet that is suitable to your property.

Processing Tenant Applications

Tenant screening

Thorough screening is crucial to successful Property Management. First Capitol requires all applicants to fill out a detailed application and submit it for processing/approval. A credit check is NOT enough! Our company conducts a careful review of their credit, income, and tenant history or ownership. All applicants must submit verifiable information on their income to show they can support the property. Rental history or previous home ownership is carefully checked. Cross-referencing all three areas – credit, tenant history, and income - provides the answers to qualify or disqualify prospective applicants. If a pet is allowed on the property, the screening includes the pet (please review the upcoming pet policies).



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Cosigners

First Capitol normally does not accept cosigners. First Capitol policy is that the applicants should have the ability to rent on their own merits. However, there are sometimes conditions that may warrant taking a cosigner on a property. If this is the case, First Capitol will notify the owner, discuss the reasons, and obtain owner authorization.

Pets

If an owner authorizes a pet, First Capitol increases the deposit even more. First Capitol does not use the term “pet deposit.” By avoiding this terminology, First Capitol can use the amount of the entire security deposit when there is animal/pet damage. Although the First Capitol policy is to increase the security deposit, the amount cannot exceed State Name landlord/tenant law. Many tenants have or want pets. It is legal for property owners to discriminate against pets. You may wish to do so. However, whether you have or have not decided to allow a pet in your property, the First Capitol application has a place for prospective tenants to list pets and how many. It is important NOT to discourage full disclosure on pets while taking an application. If you do allow a pet, First Capitol does not place inappropriate pets in a property

Service animals

Special note: “Service animals” for handicapped/disabled persons are NOT pets by Federal law, and owners cannot discriminate against handicapped/disabled persons with a service animal. Fair Housing legislation does NOT allow owners or property managers to collect deposits of any kind for service animals.

However, Landlords can still process applicants who are handicapped or disabled on the same criteria as other applicants: income, credit, and tenant history. If they fail to qualify in these areas, the landlord/manager can still deny the application, handicapped or not.



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The Tenant Move In

Rent and security deposits

First Capitol does not accept personal checks prior to renting the property and does not allow “payments” on security deposits – we require all funds paid in full prior to renting the property. This eliminates prospective tenants who really do NOT have the necessary funds for renting.

Once approved, all applicants must pay in full, the first month’s rent, and a high security deposit, in certified funds. It is normally First Capitol policy to require a higher security deposit than the rent. However, First Capitol does not exceed the maximum-security deposit allowed by Pennsylvania landlord/tenant laws.

Rental/lease agreements

Once First Capitol receives funds, a thorough rental/lease agreement with the applicant is completed. The First Capitol five-page maintenance addendum and all necessary addendums are included with this documentation. All persons 18 and over, including adult children, are required to read and sign all rental/lease agreements. If the accepted applicants are a foreign nationality and cannot read and understand the documentation, they must supply an interpreter of legal age for signing the rental/lease agreements.

Walk-through

A vital part of the rental agreement is a detailed walk-through addendum performed with the tenant, documenting the condition of the property when they move in. Unless extenuating circumstances prevail, the First Capitol team completes the walk-through with the tenant before the tenant takes possession of the property.

The walk-through documents the condition of the property. When the tenant moves out of the

property, there is a sound basis for the security deposit refund. First Capitol also documents the move in with digital photos.

Tenant handbook

Tenants immediately receive the “First Capitol Tenant Handbook.” This detailed booklet gives them additional information on how to care for the property, report repairs, maintain the property, make timely payments, how to give proper notice to vacate, leave the property in good condition, and more.

Tenant education and preparation

Taking the time to prepare tenants for their residency is another step toward a successful

tenant/landlord relationship. Additional forms that the tenants may need are included with the “First Capitol) Tenant Handbook.” First Capitol wants both owners and tenants well informed

Resident Emergency/Disaster Handbook. We now provide tenants with a handbook to help them to prepare for emergencies or disasters. There are conditions where First Capitol Property Management cannot immediately assist them if there is a major emergency or disaster. We want them to be prepared.

Working with Your Tenants

Collecting rent

Rents are due on the 1st day of the month and late if not received in the First Capitol office by the 5th of the month. First Capitol recognizes that many things can happen where it concerns rent; rent can really be lost “in the mail”; employers can delay the tenant’s paycheck, there are real tenant emergencies, and more. Therefore, we make a serious effort to determine why the tenant is having a problem. If First Capitol receives the rent prior to issuing owner funds, First Capitol does not contact the owner unless the First Capitol management team determines there is an ongoing rent issue.

Notice to pay or quit

If First Capitol does not receive rent by the due date, First Capitol prepares and delivers a timely notice to pay or quit, as the law allows. First Capitol makes every effort to mail and post notices properly should legal action be required. If First Capitol determines the tenant is not going to pay the rent during the notice to pay or quit period, or shortly thereafter, First Capitol contacts the property owner and works out a plan of action.

Other notices

There are other notices that may be involved with tenants. First Capitol serves notices as situations warrant, such as a notice to clean up the landscape, a notice to enter the property, a notice to perform survey/inspections, a notice regarding an illegal pet, illegal tenants, etc. These tenant violations may be in the form of a letter or a legal Notice “form.” Often, these notices are simply to correct minor tenant



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problems and most tenants comply. However, if necessary, First Capitol contacts the owner with the information to discuss the situation.

Tenant problems

First Capitol has years of experience handling the myriad of tenant difficulties that can occur. The First Capitol policy is to obtain good tenants, eliminating many tenant problems. However, even good tenants have problems. First Capitol treats each problem with common sense approach, follows landlord/tenant law, and uses the appropriate documentation. If the situation is serious, First Capitol contacts the owner, and works to find a solution for the problem.

Our company policy is to take a “what if” approach. First Capitol documents tenant problems in the event that it becomes a legal problem. One of the reasons you hired a property manager is for “peace of mind.” This is what First Capitol recognizes and works to prevent legal issues from arising.

Legal action

Although First Capitol works diligently to avoid the necessity to begin an action, such as an unlawful detainer or eviction proceeding, it can happen. In the event any legal action is required, First Capitol will contact the owner prior to taking action, discuss what is needed, and obtain owner authorization.

Maintenance

Preventative Maintenance

The best approach to maintenance is “preventative maintenance,” and this is the First Capitol policy .First, First Capitol has already started with educating the tenant by:

- Completing a detailed First Capitol Rental Agreement, which includes the five-page maintenance addendum that outlines what are tenant responsibilities regarding maintenance as well as owner obligations

- Completing a walk-through documenting the condition of the property before the tenant takes possession

-Supplying tenants with the “First Capitol Tenant Handbook,” which provides additional instructions on the care of the property and how to report maintenance. We want the tenant to know from the beginning of their tenancy that the First Capitol landlord expectations are to “care for the property.” This approach can prevent costly maintenance.

-Next, we use “preventative maintenance” techniques when work is required and utilize competent contractors. Often the minor expenditures save the most money such as doorstops, new filters, checking appliances, testing smoke alarms, adjusting doors, window latches, deadbolts, and more.

Many small repair items can prevent maintenance that is more expensive. Consider the cost of repairs like holes behind doors, clogged heaters and air-conditioners, appliance problems, dry rot, safety issue and more. Then of course, there are the major issues in a home such as the roof, the exterior condition of the building, carpeting, interior, and exterior paint, etc. When left to deteriorate, it usually means the owner will have to spend more in the future. It is equally important to keep up with maintenance while the tenant occupies the property. Often people think no news is good news; this can be just the opposite. Instead, “delayed news can become very bad news.”

This is why, in our tenant instructions, we require them to report maintenance. For example, what is worse than finding out dry rot could have been prevented or discoloration of the linoleum if the tenant had reported the leaking toilet in the bathroom? Avoiding major maintenance costs are certainly more favorable in such cases. The First Capitol management teams contact owners regarding maintenance above the \$300 minimum that is listed in the First Capitol Management contract, unless the situation is an emergency.

Emergencies/Disaster

When an emergency and/or disaster strikes, First Capitol has policies in place for the property and tenants. First Capitol notifies the property owner as soon as practical. The nature of the emergency and/or disaster determines the action needed by First Capitol.

There are times when a property manager must “act” in order to prevent great financial risk to the owner. For example, when a property is flooding, action is

necessary, particularly if the property owner is not immediately available. To help you with this, we have also included our “Owner Emergency/Disaster Handbook” so you will understand what we will do if something occurs.

When the Tenant Vacates

Notice to vacate

When there is a notice to vacate, the move out procedures with tenants are as critical as when First Capitol moves in a tenant. The preparation for this really began when the tenant moved in with a detailed rental agreement, maintenance addendum, walk-through, and First Capitol Tenant Handbook. All of these documents gave instructions to the tenant on how to move out.

Communication with owners and tenants

First Capitol notifies the owner in writing with a three-page letter giving details on how they will proceed with the tenant and re-renting the property. First Capitol immediately places the property on the market to rent unless the owner notifies First Capitol to take other measures.

First Capitol also responds to the tenant notice with a detailed three-page letter detailing the steps to complete a successful move. Rent is required until the end of the notice unless otherwise stated in the rental/lease agreement.

Tenant move out

First Capitol conducts a walk-through similar to the one performed when the tenant moved into the property. First Capitol records any maintenance required and discloses a list of damages to the vacating tenant. Digital photographs are taken when the tenant move out to document the condition of the property and support any deductions from the security deposit.

After assessment of the tenant move out, First Capitol advises owners of any tenant damages or any maintenance required to re-rent the property.

Security deposit refunds

Proper handling of the security deposit refund is crucial. Any tenant deductions are determined in a timely manner, and a security deposit transmittal is prepared in accordance with state laws. Owners receive a copy of the transmittal with their monthly statement, showing any deductions and monies refunded.



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Collections

If collecting damages is required, First Capitol will refer the matter to a qualified consumer collection service at the instruction and authorization of the owner. First Capitol management does not include recovering tenant damages, but leaves this to companies with expertise in debt collection. First Capitol will supply consumer collection companies with the necessary documentation needed.

Additional Services

The following are “additional services” offered by First Capitol to each property owner. They are not included in the fees for managing and/or leasing the property.

Referrals

Do you know someone who is looking for management services in the name of area? If so, then notify your management team. First Capitol values their client business and believes in rewarding referrals from clients.

Annual survey/inspection

First Capitol maintains properties as part of their property management services. This survey goes beyond overseeing normal maintenance. A licensed contractor performs this survey/inspection, and the purpose is to check the property thoroughly each year in order to perform necessary or preventative maintenance.

Supervision of extraordinary maintenance

First Capitol charges a percentage or fee for supervising work requiring extraordinary maintenance and the definition of extraordinary maintenance is as follows: First Capitol defines extraordinary maintenance as rehabilitation work that exceeds \$1000.00, insurance claims, and major systems replacements. (Examples are roof replacement, major tree work, exterior painting, vandalism, insurance claims, etc.)The First Capitol policy is to consult licensed contractors for bids and solutions. Then First Capitol contacts the property owner for authorization and/or decision regarding the maintenance.

Eviction protection plan

Many owners worry about the financial burden of evicting a tenant and paying the legal fees. The First Capitol Eviction Protection Plan is available to you for an \$25 per month. Our screening process reduces this possibility, but evictions can happen.



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Should this occur, this plan covers the cost of the legal fees, filing paperwork and eviction of the tenant. If you are interested, ask your management team for more information.

Real Estate services

The First Capitol Sales Division is available to assist you in buying more investment properties or selling your property when ready. A free market analysis is available at any time with no obligation. Please contact your property management team or one of our sales team listed to provide you with the information or services you need.

Cancellation of Management

It is the goal of First Capitol to satisfy your management needs and engage in a successful business relationship, but all things do change over time. Owners sell properties; people give notices. If this happens, the First Capitol cancellation policy is to resolve your account in a professional, timely, and pleasant manner.

Please review the following policies for cancellation.

Written notice

- The First Capitol management contract accepts a 30 days written notice by either party, but this excludes the minimum management period. Please refer to your management contract.
- The First Capitol policy is to give cancellation of management by US Mail.
- If an owner sends a cancellation of management by US mail, First Capitol must receive the notice within 5 days of the date of the notice.
- First Capitol does not accept cancellation of management by email due to lack of signatures.
- First Capitol does accept fax cancellations.

Notice to current tenants

First Capitol will notify current tenants the date First Capitol will no longer manage the property and that First Capitol forwards all security deposits to the owner. It is the owner's responsibility to advise tenants where to make future rental payments and work requests after the notice period.



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Distribution of documents

First Capitol will supply current tenant documentation to the owner. If the owner has employed new management, it is the owner's responsibility to instruct them to pick up documents, keys, and any other necessary materials at the First Capitol office.

Final distribution of funds

First Capitol will distribute funds, including security deposits, and final statements to the owner within 30 days of the terminating date of management, as agreed in the management Contract. First Capitol will issue a 1099 for funds collected during the current tax year when the tax year ends.

Conclusion

We hope you have found the First Capitol Owner Manual informative and useful. If so, please inform your management team. If you feel there is any other information First Capitol can provide, let us know so we can include it in the future.

Again, we want to thank you for your business and we look forward to a successful management relationship.



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