

**Horizon Real Estate and Property Management Responsibilities  
Disbursement Charges and Hourly Rates 01/01/2012**

**The following rates are for disbursements and professional time for services outside of the scope of our Rental Management Agreement. These services will be billed to the association (upon Board approval) or deducted from current rentals monthly.**

Utilizing the proceeds from the Property, the Receiver is authorized to supervise and oversee the operation and management of the Property. The Property shall be defined as the agreed upon "unit" in the case of a condominium association or the "lot" in case of a homeowner's association. The fee for providing the following services will be 10% of the gross rent which will be paid out of the collected rent.

- To enter on and take possession of the Property, including taking immediate operating control and management of the Property;
- Inspect, photocopy and/or take immediate control of any and all books, records and other data relating to the Property and the operations thereon;
- Collect, transfer and receive all rents and profits, revenues, security deposits or proceeds of the Property (collectively, the "Rents") and deposit same in the bank account established by Receiver and upon which Receiver shall be the sole authorized signatory (the "Receiver Account");
- Speak with Unit/Lot Owner Property Association management and any other persons regarding the Property and the business operations at, and the financial condition of, the Property;
- Apply the Rents to the necessary expenses of operating and preserving the Property for rental purposes, including without limitation, maintenance, repairs, receiver expenses, assessments, assessment arrearages and the Property's Association-related obligations;
- Do all things reasonable and necessary to promote the sound and reasonable financial management of the Property;
- Upon Request of the Court, prepare an operating statement and balance sheet and other reports as necessary to accurately describe the sources and uses of income, census and other pertinent statements regarding the financial condition of the Property;

**ADDITIONAL FEES BILLED SEPARATELY ARE INCLUDING BUT NOT LIMITED TO THE FOLLOWING:**

- Certified Mail             \$5.75             Chargeable back to unit owners.
- NSF (returned)           \$50                Chargeable back to unit owners.
- Postage                     Direct postage cost for correspondence.
- Photocopying            15¢                Per copy for all correspondence.
- Envelopes                15¢                Per copy for all correspondence.
- Credit Check             \$35                Per Person.
- Background Check      \$100 -\$250      Per Person
- Any repairs to the unit, replacement of appliances or equipment, utility deposits or charges, etc. that are required to bring the unit up to a rentable state will be submitted to the Board of Directors for prior approval and payment or if available, paid from the rent proceeds.
- Legal Actions - The Receiver shall be entitled to receive compensation of \$100 per hour for participating in legal actions instituted by the tenant, unit owner, condominium association, or any other related party in connection with the management and rental of the property. This includes all services performed, including court appearances, consulting and documentation, in any legal matters.
- The Receiver will be indemnified and held harmless from any liability as a result of their actions under the agreement unless such liability results from negligence, willful misconduct, intentional misrepresentation, or fraud on the part of the Receiver. The association shall be responsible to reimburse any and all reasonable costs incurred by the Receiver to defend against any action or proceeding which were not as a result of the Receiver's negligence, willful misconduct, intentional misrepresentation, or fraud. The Receiver shall indemnify the Association for actions which are as a result of the Receiver's negligence, willful misconduct, intentional misrepresentation, or fraud