



"Quality Housing for Quality People"

513-952-8776

[www.tpropertiesllc.com](http://www.tpropertiesllc.com)

T Properties is a full service property management company that values treating you and your property as our own, and your residents as members of our own family. We can do this because we own and manage our own properties as well as yours.

We strive to take advantage of the latest in technology. To do this we handle as much as possible electronically or online. Our automated phone system contacts the right person, even after hours.

We provide maintenance and specialized services through our team of trusted professionals that we have tested and used on our own properties.

We can negotiate contracts or manage preciously negotiated ones. We tailor our services to your needs and adjust our pricing accordingly.

Services that T Properties can provide:

1. Efficient collection of HOA fees or dues.
2. Payment of all bills and invoices.
3. Management of approved contracts.
4. Maintenance requests efficiently received and processed.
5. Preparation of budgets .
6. Electronically prepared and distributed reports.
7. Effective communication with residents and Board Members.

Attached to this email are files describing the software systems we use:

1. AppFolio. Efficient fee collection, bill payment, and reporting.
2. Reports available for the Boards and Residents.
3. Rently. Lock box service for maintenance and service professionals as well as residents and Board Members.



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We have a simple fees schedule of fixed percentages based on the number of properties or units:

1. Income received; i.e., HOA Fees.
2. Bills paid.
3. Maintenance work contracted and bills paid.
4. Management and execute of Service Contracts negotiated and directed by the Board.
5. One time set up fee.
6. No extra charges or hidden add on fees.

We appreciate the opportunity to be considered for this function and look forward to answering any questions that the Board may have. And we look forward to the beginning of a long term relationship with the Owners and the Board Members.

Blessings,

*Dr. Gerry Trennepohl*

T Properties-Budmar,LLC; President

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