WHAT TO EXPECT NEXT

When You Choose

GC Realty & Development, LLC

Whether you are a new landlord buying your first investment property, self-managing and now giving up the reins, or a seasoned investor parting ways from your current Property Manager, we recognize that hiring GC Realty & Development, LLC (GCR&D) is a huge decision.

Our goal is to lay out what you can expect the first 90 days so you can anticipate and plan for the entire transition.

Together, we are able complete the entire transition virtually, so if you are busy or out of the area, there is no inconvenience to you as you do not need to be present.

INFORMATION WE NEED TO CREATE THE MANAGEMENT AGREEMENT, ONCE YOU DECIDE TO HIRE GCR&D AS YOUR PROPERTY MANAGER

Creating the Management Agreement – When you are ready to proceed with GCR&D, we will request the following information in order to create the electronic version of the management agreement to send out to you via RightSignature(like DocuSign).

Management start date (Future close date or ASAP if vacant)

Communication 1st contact Preference (Phone, text, smoke signals, or email)

Owners first and last name (all owners)

If applicable, owners holding company name (EIN and Articles)

Main contact / Mailing address / Phone number / Email

Full address of property(s) / Number of units / Note of occupied or vacant

HOA contact information / Copy of the HOA rules & regulations

Current rent or expected rent range

Is your property enrolled with the village rental license requirement? (If Chicago then N/A)

Are you a state licensed real estate agent or broker anywhere in the US?

Current landlord/ homeowner's insurance company / Insurance Broker Email

Do you want us to contest your property taxes?

Are you open to dogs & cats w/additional fees collected from tenants up front?

What is your favorite charitable organization you volunteer with, donate to, or wish you could do more for? Ex: Boys & Girls Club, Humane Society, United Way

Once Management Agreement is Signed- We will request or verify the following information:

IF OCCUPIED:

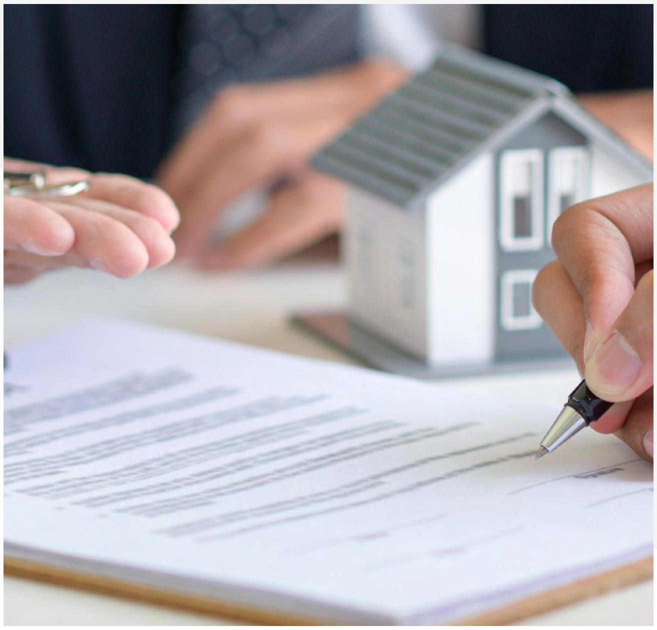
- Existing tenant's contact information (telephone & email)
- Current lease or most recent lease if tenant is on MTM
- Move in report documenting condition upon tenant move in
- Section 8 voucher numbers / Housing Assistance Payment (HAP) Contract / Change of management document signed (only exists w/Section 8 tenants)
- Current setup of any common area utilities

IF VACANT:

- Utilities - Confirmation gas & electric is in owner's name which owner will pay until new tenant moves in
- Keys & Garage Door Opener – How can we collect these or get access?
- Rental License - Copy of any village rental license, inspection reports, or license related paperwork
- Insurance Certificate - Provide w/GCR&D as additional insured with following info on certificate of insurance (referrals available for insurance brokers):
    - GC Realty & Development, LLC, 219 E Irving Park Rd, Roselle, IL 60172
- Owner Portal – The invite for you to set up your owner's portal will be a separate email sent within the first 48 hours.
- Opening Reserve – Reserve of $500.00 per unit deposited into your owner's portal.
- Appliance or Mechanical Warranties – Provide any manufacturer or extended warranty info on appliances or mechanicals. General Home Warranty policies will NOT be honored in the management of your property, so we encourage not to renew them if you have one in place now.
- W9 – A secure separate email will be sent to complete this electronically.
- Lead Based Disclosure – A link via DocuSign will be sent to complete.
- Limited Power of Attorney – This will be the only wet signature required for you to sign and return via email. We will notarize for you.

- Property Info Needed:
    - Furnace & Hot Water Heater Last Replaced
    - Refrigerator Last Replaced
    - Stove Last Replaced
    - Microwave Last Replaced
    - Washer Last Replaced
    - Dryer Last Replaced

- Any additional info on anything specific about the property we need to know.



TIME FRAMES

Vacant - If the property is vacant and not currently under contract with any other management or real estate agency, we can start working on any rent ready walks, rent ready work, or leasing once we get the certificate of insurance in place from you. The first step is for us to complete the Rent Ready Walk report to determine if anything needs to be completed prior to marketing or tenant occupancy.

Occupied by Owner - We will work with you directly, depending on your moving time frame, to get any necessary work completed or begin marketing efforts. The first step is for us to complete the Rent Ready Walk report to determine if anything needs to be completed prior to marketing or tenant occupancy.

Occupied by Tenant - Typically there is a 7 - 30 day window from the time the management agreement is signed until the day we officially start management. This gives us time to collect all the required information above and make contact with the tenant. In time sensitive scenarios, we can talk about specific steps to onboard faster or start to address urgent matters right away, like maintenance items, that can be safety or habitability issues.

On-boarding Call with Your New Property Manager - You will receive a request to choose from available dates and times to setup an onboarding call with your new property manager. The call is expected to last approximately 10 - 15 minutes. Hopefully by now we have received all the information requested from you, as listed above, so on the on-boarding call we can discuss the following:

1. Building issues (Existing or upcoming)
2. Vacant Items:
    - Turnover Work
    - Leasing
    - Utilities
    - Rental License Status
3. Open on-boarding items to complete
4. Open discussion for any questions specific to your property

60-90 Day Follow Up - By this time you have been able to experience our service as a team, so we will reach out to discuss feedback either via email or a brief 5-10 minute call. We want to learn about your customer experience so far. Examples:

1. Have we lived up to what we said we will do and what you expected?
2. Share any feedback on how we can improve the customer experience?
3. Chat on market conditions or what else you might be working on?

We hope this helps clarify what you can expect next from GCR&D when you decide to sign up with us for Property Management. We understand the decision is not an easy one to make because there is a lot at risk for you as the owner. We take it seriously that you will decide to trust us with your investment and our entire team appreciates the opportunity.

We look forward to working with you!

www.GCREALTYINC.com