



POLICIES

Initial/ page 1

RATE:	See list of services /page 2.
PAYMENT:	Due within 30 days from date of invoice.
LATE FEE:	10% of total invoice if not paid within 40 days.
HOURS OF OPERATION:	Determined by each property. Minimum of 4 hours a day.
WORK WEEK:	Monday thru Sunday.
OVERTIME:	Each of T.A.M.'s employees will not be scheduled over 40 hours in any given week. If, at the request of the property, they are needed over 40 hours, the property will be billed time + ½ time. To avoid having to charge this rate, T.A.M. will encourage the property to use a 2 nd or even 3 rd specialist.
STAFFING REQUEST:	If a T.A.M. employee is asked to do a job that would constitute a different position and would be billed at a higher rate, the whole day will be billed at that higher rate.
ON-CALL:	If a T.A.M. employee is asked to wear a pager or carry a property radio/phone after hours and/or respond to emergency calls, the property will be billed a minimum of 2 hours a day at \$30.00/hr. Any work performed in addition to the 2 hours will be billed at the same rate for the actual time worked.
MILEAGE:	*\$.38 per mile If a T.A.M. employee has to leave the property to conduct business for the property. (*subject to change)
PLACEMENT:	Will be charged if T.A.M. is responsible for the introduction of the employee to your property and/or company. The fee is equivalent to the billing of 40 hours of service. This fee will be charged if the T.A.M. employee is hired up to six(6) months from the date of last contact whether that be temping or interviewing. Employment seperation with said employee dose not null and void this agreement.
SUSPENSION OF SERVICE:	Service will not be provided to any property that has an outstanding invoice of 60 days or older.
CANCELLATION:	A 24 hour notice of cancellation must be given prior to the day of service. A penalty charge of \$100.00 will be billed if this courtesy is not given.
HOLIDAYS:	Billed at time + ½ time for the following holidays: New Years Eve, New Years Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve, Christmas.

PRICES

LEASING SPECIALIST: \$17.50/hr	Answer phones; Greet Prospects/Residents; Show the property/model/vacant units; Follow up with prospects; Computer
-----------------------------------	--

entry limited to traffic, credit reports, and work orders; Verify applications; Prepare lease packages; Walk move-ins; Type resident letters; Renewals; File; Keep office tidy.

MARKETING:
\$18.75/hr

That which is mentioned above + go to companies in the surrounding area and provide them with property information; prepare/distribute flyers to generate traffic; market surveys.

DATA ENTRY/ASSISTANT:
\$20.50/hr

“Leasing” + Organize office and or files; Audit files; Enter and update community information in the computer; Post rent; Enter move-ins and move-outs in the computer; Pay bills; Turn-key; Collections; Recertifications; Compliance.

MANAGER:
\$23.00/hr (1-299 units)

All that is mentioned above + Supervise office and maintenance personnel; Prepare budgets; Prepare owner reports and financials; Make deposits; Rectify month-end and year-end reports; Walk vacants; File Evictions.

300+ units will be negotiated at time of contract.

GRANDSMAN/PORTER/
HOUSEKEEPER:
\$16.00/hr

Keep trash picked up on property grounds; Remove debris from pool filters/skim pools; Keep office, model/show units tidy; trash out vacant apartments; Deliver letters to residents; Pressure wash.

PUNCH TECH:
\$18.50/HR

That which is mentioned above + prepare vacant apartments for move-ins.

MAINTENANCE TECH:
\$19.75/hr

All that is mentioned above + Do work orders in occupied units.

CERTIFIED TECH(HVAC/EPA):
\$22.25/hr

All that is mentioned above + Clean pool with chemicals; work on heating and air conditioners; dispose of Freon and refrigerants;

MAINTENANCE SUPERVISOR:
\$23.50/hr

All that is mentioned above + supervise maintenance personnel; Turn-key; Walk apartments; order parts; month- end reports;

By signing below you are acknowledging and agreeing to our policies and prices (PAGES 1 AND 2).

FAX THIS TO 678-714-7640 AFTER YOU HAVE SIGNED IT.

PROPERTY NAME: _____

ADDRESS: _____

COMPANY: _____

SIGNATURE: _____

PRINTED NAME OF SIGNATURE: _____

POSITION: _____