



## PROCEDURES

A. Hunter Property Management, Inc. has established and proven procedures for actions such as:

- ◆ **RULE VIOLATIONS**
- ◆ **RESIDENT COMMUNICATIONS**
- ◆ **LATE NOTICES AND “BAD CHECKS”**
- ◆ **MOVE OUT**
- ◆ **RESALE**
- ◆ **TENANT APPLICATIONS**
- ◆ **PROPERTY EMERGENCIES**
- ◆ **24 HOURS/DAY, 7 DAYS/WEEK EMERGENCY CONTACTS**
- ◆ **RENT COLLECTION/DELINQUENT ACCOUNTS**
- ◆ **ABANDONED HOMES**
- ◆ **CONTRACTOR BID SOLICITATION**

Our Procedures have been designed and implemented according to our clients' needs. They have been utilized on-site and ensure thorough and effective execution in the above objectives. For example, the procedures ensure that proper notifications are given in the case of rule violations, prospective tenants are screened properly on tenant applications, park emergencies are handled promptly... etc.

Ultimately, it is the owner's (A. Hunter's client's) decision to adopt and utilize the procedures that have been developed by A. Hunter Property Management, Inc. or use the park's current procedures. A. Hunter Property Management, Inc. is willing to follow the procedures chosen by the owner. Our procedures are available for review by our customers and can be modified if needed.