

# RPG PROPERTY MANAGEMENT SERVICES

## RPG OWNERSHIP

### TIER ONE

### TIER TWO

### TIER THREE

### OTHER SERVICES

### OWNERSHIP & MGMT

#### Lease Execution

#### RPG-Run Complete Lease Execution Process

RPG will manage the complete electronic lease execution process and deliver executed copies of all document to the House Corp.

#### Rent Roster Budget

#### Housing Budget

In conjunction with the lease execution process, RPG will provide the chapter and house corporation with our Rent Roster Budget spreadsheet. This document provides rent income and expense details to the chapter so they can visualize and budget for upcoming housing related financial responsibilities.

#### Includes Tier One

#### Billing & Collections

#### RPG Electronic Rent Billing & Payments

Utilizing our web-based managment system, RPG will bill and collect all lease related charges.

The chapter and each member will have its own account within RPG's system that details lease charges and allows for electronic payment.

RPG will pursue collection of delinquent accounts at the house

We will then make periodic deposits of funds collected into the house corporation's bank account.

Additionally, we will provide detailed billing and collection reports.

#### Includes Tier Two

#### Maintenance

#### Complete Maintenance Program

RPG will create, implement and execute a complete maintenance program for the facility.

Our maintenance system provides residents with an easy way to report service requests. Users are able to follow a work order's progress as it's diagnosed and resolved. Detailed reports of maintenance activity provided.

#### Financial Management

#### Complete Financial Operations Management

RPG will manage all financial operations including; rent billing & collection, vendor bill payment & financial statement preparation.

#### Available by Request

#### Capital Needs Analysis

#### Property Conditions Assessment, Capital Needs Projection & Operational Budget

This service provides a thorough inspection and assessment of the facility, a report identifying deferred and future maintenance and capital improvements issues.

We also proved a 20 year replacement and capital needs projection to supplement the house corporation's annual annual operating budget.

#### Project Consulting

Utilizing our experience in project scope development, financing, material selection, value engineering and project execution, we're ready to be as involved in your project as you'd like us to be.

#### Includes All Tiers & Services

#### Asset Preservation

Our Core Business. RPG will own, operate, preserve and protect the real estate asset for use by current and future ATOs.

#### Financial Strength

RPG has the financial strength to weather seasonal cash flow shortfalls. RPG ownership relieves alumni from having to raise money or refiannci the mortgage if the HVAC system needs replacement.

#### Compliance

RPG will prepare & file all local, state & federal legal, tax & regulatory reports.

#### Economies of Scale

The chapter house will benefit from RPG's lower debt costs, discounted insurance rates and national vendor contracts leading to long term operating efficiency.