

Hello [REDACTED],

Thank you for considering Red Door Property Management to manage your property at [REDACTED] Street. As previously discussed, in order to maximize the marketability of your property, our team has conducted a Market Readiness Assessment (MRA) of your property.

To assist with the decision-making process, we have broken the recommendations into four groupings:

- 1) Items that **need** to be completed prior to marketing the property.
- 2) Items that **need** to be completed prior to a tenant moving into the property.
- 3) Items that are **strongly recommended** as they will increase the marketability of the property, ensure ongoing resident satisfaction and/or are items that should be attended to, so as to prevent further property deterioration.
- 4) Items that are also **recommended** as they would further enhance resident satisfaction and/or maintain the condition of your property in the long run.

Please note that in order to have a tenant successfully placed at your property we will need to have all the items in section one and two attended to. If you choose to take the lead on taking care of these items yourself, please advise us of the anticipated completion date.

We have also included the inspection videos below for your reference and will share, to your owner's portal, a link to the detailed written inspection report with supporting images.

Interior -----<https://youtu.be/Yh8iSUDHpx8?si=l9EM8o4RkF-xjKSM>

Exterior-----https://youtu.be/04LqhQGWXHI?si=lyQQWV3yvrby_qu3

I. **Need** to be completed prior to marketing the property

<u>Description of work</u>	<u>Estimated Cost</u>
Exterior Doors - Rekey all exteriors locks to be alike if not done recently and provide 4 keys to property. - For up to 4 locks. \$32 for each addt'l lock NOTE: Currently we have no keys to the property. If property is not rekeyed, we need to have, at least, 4 keys for each exterior lock at property so that we have 2 for tenant and 2 for RD.	\$179
Garage Purchase and program 2 garage door remotes	\$145
Total due from Owner	\$324