









Required Yes ~, No		Services ~,	Approx./2 Hours/Mo.	Employee Rate PI	Approx. Cost (4)
		Invoice owner for management			
<b>COMMUNICATION</b>					
		Resident notices			
		Administer rules and regulations			
		Resident relations			
		Maintain Manhour on-call system			
		Regular employee meetings			
		Training and supervision			
		Employee miscellaneous			
		Vendors			
		Lawyers/accountants/other professionals			
		Regular meetings with owner			
		Miscellaneous owner communication			
		Satisfy reporting requirements			
		Prepare special reports			

Notes:

- (1) Section should be completed with owner.
- (2) Can calculate as hours/week and multiply by 52/12 for hours/month.
- (3) Codes for employee positions can be used (e.g., B—bookkeeper, AB—assistant bookkeeper), with actual hourly rates inserted by accounting department.
- (4) Result of hours/mot multiplied by employee rate (i.e., payroll cost)
- (5) A more detailed listing of items can be added or incorporated by reference (e.g., Forms 2-5, 3-9, 3-10, 3-11, 3-12).

	By	Date
Prepared	_____	_____
Reviewed	_____	_____
Approved	_____	_____