

FORM 2-4 Management Services Summary

[company logo, name, and address]

Property (name and address)	Owner
	Telephone No.

No. of Units	No. of On-site Employees	Distance From Office
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Brief Resident Profile and Condition of Property

Services Summary ⁽¹⁾ ,	Approx. Total Hours/Month	Avg. Employee Rate ⁽²⁾	Approx. Cost
Administration			
Managing <i>the physical asset</i>			
Marketing and leasing			
Tenant management			
Financial management			
Communications			
TOTAL ESTIMATED DIRECT COST			
Overhead			
Profit			
TOTAL MONTHLY MANAGEMENT FEE			
MANAGEMENT FEE PER UNIT ⁽³⁾			
PERCENTAGE MANAGEMENT FEE ⁽⁴⁾			

Notes:

- (1) Totals from Management Services Detail (Form 2-3).
- (2) Average employee rate is the result of dividing approximate cost by approximate total hours/month.
- (3) Total monthly management fee divided by the total number of apartment units.
- (4) Total monthly management fee divided by the estimated average monthly gross income (from operating budget).

	By	Date
Prepared	_____	_____
Reviewed	_____	_____
Reviewed	_____	_____