



9702 South Tacoma Way Suite 106, Lakewood WA 98499

## ”Owner Benefits Package”

### ADDENDUM to EXCLUSIVE PROPERTY MANAGEMENT CONTRACT & LIMITED POWER OF ATTORNEY

1 Exclusive PM Contract dated: \_\_\_\_\_. Today’s date: \_\_\_\_\_.

2 Printed name of property owner: \_\_\_\_\_.

3 Address of rental: \_\_\_\_\_.

4

5 BCI Properties, LLC shall hereafter also be known as BCI or Agent. The services offered herein shall  
6 commence on the day that a new tenant signs a lease contract and pays their initial rent with  
7 deposit. Owner shall not be charged a fee for these services when the rental is vacant and there  
8 shall be no coverage when vacant, unless owner wishes to continue paying for these services based  
9 upon the fee charged when there is a renter who is paying rent.

10 No rental property will be offered or covered by this Owner Benefits Package, unless the property is  
11 judged to be Rent Ready. BCI shall pay for an audit and complete survey of subject property, within  
12 1 week of signing of this form, for the purpose of judging if property is “Rent Ready”. Properties not  
13 rent ready shall be brought up to rent ready status by owner and re-audited by BCI, or BCI will offer  
14 their services to make the property rent ready at owners expense prior to the coverage’s herein  
15 being valid or enforceable. This package is not intended to solve deferred maintenance issues and  
16 owner agrees to hold BCI harmless and not liable if the home does not pass or if our inspection is  
17 not done for any reason.

#### 18 Covered Services –

19 ➤ **APPLIANCE REPAIR & REPLACEMENT GUARANTEE\***; BCI will repair or replace any  
20 appliance which fails, totally without cost to owner. Includes; refrigerator, stove, washer,  
21 dryer, dishwasher, microwave/oven, Hot Water tanks and under the kitchen sink disposal  
22 units. The replacement unit may be new or used and not the same brand as the original,  
23 depending on availability. If it is used it will have a one year warranty. Free delivery and  
24 setup is included. **Max payout: \$1,600/yr.**

25 ➤ **HEATING SYSTEM MAINTENANCE & SERVICING**; BCI will provide a yearly major  
26 cleaning and inspection of entire heating system, ducts, filters and screens, above and  
27 beyond what we expect the tenants to do during their tenancy. This will include wall units  
28 and the repair or replacement of Heat Pumps, Central Heating systems and A/C units.  
29 **Max payout: \$500/yr.**

- 30 ➤ **NOTICE & DELIVERY FEE CREDIT;** Covers the cost of BCI, process server, Eviction  
31 Service fees, plus Late Notice and Warning Notice fees. Costs normally average \$65 each for  
32 3-Day Pay or Quit Notices, Eviction warnings. **Max payout: \$680/yr.**
- 33 ➤ **GENERAL MAINTENANCE & REPAIRS;** This is to be used for maintenance or repairs,  
34 whether or not caused by the tenant, their guests or visitors, such as broken windows or  
35 interior and exterior doors, lost keys, damaged paint inside or outside, carpet or hardwood  
36 flooring damage, toilet repairs, sinks, gutters & roof repair. **Max payout: \$780/yr.**
- 37 ➤ **YARD CARE;** BCI will pay the cost of mowing grass, cleanup of yard, gutter cleaning,  
38 pruning & trash hauling away. When or if tenant fails to upkeep the yard per the lease  
39 requirements. (HOA common areas & special care yards/landscaped not included\*).  
40 **Max payout: \$640/yr.**
- 41 ➤ **DISASTER PROTECTION;** Relocation to another rental may be required when a home is  
42 damaged to the point it is not safe or healthy for the tenant to remain, such as but not  
43 limited to a sewer backup, major water leaks which cause flooding and/or mold, natural  
44 disasters, tree falling on house, fire and/or smoke damage etc. BCI will provide the costs to  
45 relocate tenants, so that owners do not have to pay. Please note; this relocation assistance  
46 payment is for coverage if your Homeowners or Renters Insurance does not pay.  
47 **Max payout: \$1,695 /yr.**
- 48 ➤ **MOVE OUT CLEANUP;** One of the most feared and costly costs to an owner who rents  
49 their home, is if a tenant moves out and leaves a large amount of trash, damage and cleaning  
50 for the owner or landlord to clean up and/or repair. If tenant leaves cleaning or any  
51 damages upon move out that exceed the deposit on file, BCI will cover these added costs up  
52 to one thousand dollars, above and beyond deposits. Deposits will first be used to cover any  
53 repairs or maintenance needs prior to use of this package, as that is tenant money, to make  
54 “Rent Ready” for the next tenant. **Max payout: \$1,000 /yr.**
- 55 ➤ **SPRING & WINTER MAINTENANCE;** spring and winter maintenance is very important.  
56 BCI will ensure tenants do their part, if they do not then BCI shall bear the cost without  
57 owner involvement or owner payback. The details and coverage is in our brochure or link  
58 found at [www.bcirent.com](http://www.bcirent.com) or, just ask for a flyer.  
59 **Max payout: \$480/yr.**
- 60 ➤ **ATTORNEY, EVICTION & LEGAL FEES;** Attorney costs or fees if needed to protect the  
61 rental property or prosecute a bad tenant, will be covered up to one thousand dollars  
62 (\$1,000.00), after which owner agrees to pay any balance due to Attorneys or vendors.  
63 Typical legal fees will include responding to tenant’s Attorney letters of demand for reasons  
64 including but not limited to tenant claims of loss of personal property, mold or health  
65 related issues which they claim are owner liability. Tenant deposit forfeited to BCI for  
66 damages first, and then what is left may be used for Attorney fees. **Max payout: \$1,000/yr.**

## 67 **Terms:**

68 This Owner Benefits Package is for owners who truly wish to be “hands free” and owners who  
69 wish to simply receive their rent funds and wish to limit any unknown or added costs, along the

70 way. The coverage's herein are paid by BCI Properties, LLC and are above and beyond the basic fee  
71 schedule as listed in the BCI contract. Owners will receive reports when this contract is used to  
72 perform any services. Each property must be inspected by BCI Agent prior to inception of this  
73 addendum being added to a lease, to ensure that BCI is not liable for pre-existing damages or  
74 deferred maintenance. A copy of an initial **OBP Inspection report** must be attached to this form.  
75 **\*Signature below signify that owner(s) are in receipt of same.**

76 **Notice;** this is not an insurance policy, but a **benefits package** which is offered to owners of rental  
77 properties who have BCI Properties, LLC as their management company. Owners must maintain or keep a  
78 valid homeowners insurance policy current, with BCI as additional loss payee as stated in the BCI main  
79 contract.

80 The purpose of this benefits package is to relieve owners of the burden and worry of the basic, initial and  
81 inherent costs and problems that owners face when dealing with renting their home or income property.  
82 Such as the added cost of abuse and damages caused by a tenant plus regular maintenance items, fees  
83 associated with tenant issues and other related costs which owners pay throughout the year. These unknown  
84 costs can run hundreds or even thousands of dollars.

85 Owner hereby agrees to pay for repair or maintenance costs which exceed or is not included in those listed  
86 above. Owner further agrees to make such payment within 7-days, or failing this BCI is directed to use rent  
87 monies collected, and any other legal means to collect from tenant or owner as applicable.

88 This Benefits Package will automatically renew and start over again for another year, without notice to  
89 owner, each year at inception date of owner signing this contract, with no carryover of prior year's unused  
90 benefits. This is a full year coverage only, never month-to-month. Cancellation of this contract must be in  
91 writing by BCI or the property owner 30-days prior to expiration of the; EXCLUSIVE PROPERTY  
92 MANAGEMENT CONTRACT & LIMITED POWER OF ATTORNEY contract.

93 **CANCELLATION;** may occur from an owner to BCI with a 30 day written notice if these services are no  
94 longer needed. If cancelled by the owner of the property prior to one year of service, the owner agrees to  
95 refund any money, spent by BCI on owner's behalf, to BCI for any repairs and/or maintenance done under  
96 this agreement up until the day of cancellation to help avoid cancellation for the purpose of avoiding an abuse  
97 of BCI good will. There shall be no refund of OBP fees unless approved by BCI management. BCI may cancel  
98 this OBP at any time at will, without reason given, with a 30 day notice in writing or if BCI has been put in  
99 harm's way through no fault of BCI or its agents, in which case the owner will be refunded any partial month  
100 charged up to that point.

101 **APPLIANCE REPLACEMENT:** Replaced appliances shall be either new or used appliances of suitable use  
102 for rental properties, and may not be of the exact type, style, color or match, nor always matching the failed  
103 unit.

104 **WHAT IS NOT COVERED?** This package does not cover benefits listed above which are covered by a  
105 warranty or insurance, or performed without approval of BCI. Further, BCI will not pay for work done by  
106 owner. Roof, foundation, siding, electrical and plumbing systems are not covered. Owner shall not dictate  
107 where or who BCI buys from.

108 **VACANCY COVERAGE:** Owners, who wish to continue the coverage's offered in this package when the rental  
109 is vacant, may opt to pay the regular 10% Package Fee during the vacancy. Owners who wish this extended  
110 coverage when vacant, please indicate this choice with initials here:

111 x\_\_\_\_\_ x\_\_\_\_\_

112 **Maximum payout possible of this package will not exceed: \$8,855./yr\***

113 \*\*This package has no cash value and there are no refunds once agreed upon, signed and attached  
114 to a valid lease as an addendum. Max payout is a total of all benefits offered.

115 **PACKAGE COST: A simple owner paid fee of 10% will be added to the**  
116 **base property management contract fee.** Example; if the base fee is 10% of monthly  
117 rent then it will now be 20% of monthly rent, to include the benefits listed above.

118 Owner or owner's legal agent hereby agrees to all terms above as indicated by signature here. Owner is  
119 advised to seek legal counsel before entering into any legal and binding contract and hereby states that  
120 he/she has had that opportunity to do so or hereby waive that right. The same person who signs the Exclusive  
121 Owner Agency Contract must also sign this addendum. Owner shall hold BCI harmless and not liable for work  
122 done by Licensed & Bonded Vendors, or companies as they are insured.

123 **Congratulations!** Your property has been APPROVED to receive coverage of the Owner's  
124 Benefit Package, after our audit found your property to be Rent Ready!

125 BCI Inspector's printed name: \_\_\_\_\_

126 BCI Inspector's signature: x\_\_\_\_\_ Dated: \_\_\_\_\_

127 x\_\_\_\_\_ **Date:** \_\_\_\_\_

128 1<sup>st</sup> Owner or owners legal agent signature.

129 **Printed name of person signing:** \_\_\_\_\_

130

131

132 x\_\_\_\_\_ **Date:** \_\_\_\_\_

133 2<sup>nd</sup> Owner or owners legal agent signature.

134 **Printed name of person signing:** \_\_\_\_\_

135 x\_\_\_\_\_ **Date:** \_\_\_\_\_

136 BCI Properties, LLC Agent signature.

137 **Printed name of person signing:** \_\_\_\_\_

138 \*Disclaimer: This contract has no cash value in case of cancellation. Value is dependent on services used. Services not used will not  
139 receive a rebate nor consideration after addendum or contract time has expired or if cancelled. Cancellation by BCI may occur when a  
140 property is beyond repair, such as one that actually needs a full remodel, or when an owner either becomes unreasonable or hard to deal  
141 with, or over demanding beyond what BCI may have expected in the sole opinion of BCI Agent or Manager. The services offered herein  
142 are for basic required repairs to help make a rental "Rent Ready" and maintained in good condition., and are not to be used to update or  
143 refurbish a property above the condition in which it was received by BCI. This is not a method to get extra work done above or beyond  
144 expectations. Ask for details if needed by calling Don Leske Sr. (253) 241-6695 or email: [office@bcirent.com](mailto:office@bcirent.com) -