



### **Eligible Expenses Covered by the Management Fee**

Expenses covered by the management fee are as follows:

Salaries, wages, fees, and contract costs involved in the performance of the following functions:

- A. Establishing and maintaining a control system for insuring that the development is operated on a sound fiscal and physical basis in conformity with generally accepted requirements.
- B. Preparing monthly operating statements as required by the owner and MHDC.
- C. Providing expert counsel to the Owner and development staff on development management and requirements of MHDC and other federal, state and local government agencies
- D. Representing the Owner to the public and government agencies.
- E. Directing and supervising the staff and functions charged directly to the development.
- F. Clerical support of persons performing functions covered in "A" through "E."
- G. Administration of tenant security deposits.
- H. Preparation of rent roll including posting of receipts and receivables.
- I. Property Management Data Collection Systems
- J. Charges for bookkeeping or accounting services performed by the management agent or another party unless stated otherwise in the management agreement.