

RE: Metro Asset Management - Private Asset Management Services

Amongst other "Group" property related services we provide a "Private Asset Management Service".

Would you like to get away from the day – to day management and accounting issues but remain in complete control of your Asset?

We are able to structure this service to suit any need, with the additional benefit of ensuring the Owner (Principal) is able to budget for, control and identify all expenditure and future maintenance requirements of the Asset.

Base Service Includes:

- The creation of individual trust account for the specific Asset ie House, Holiday House, Wholly Owned Apartment Buildings, Boat or other.
- The creation of a budget for the yearly costs associated with the asset
- Submitting of Quartile levy notices to the Principal in accordance with the agreed budget
- The payment of all invoices for service providers to the asset (any payments to contractors Etc not foreseen in the budget would be sent by email to the Principal for approval prior to paying)
- Work Cover, Trades and O, H & S compliance
- A individual Web page for each asset managed with Principal access would be created

Monthly reporting to the Principal as follows

- Balance sheet and Income and Expenditure
- Expense vs Budget cash flow
- Cash Payment report in "account code order "
- The collation and submitting of BAS and PAYG forms when necessary

Our agreement would be an initial period of 3 Months then month to Month until terminated by the Principal

Our Monthly fee would be between 5% to 7% of the agreed budget for the asset

Please contact me on 02 9918 9915 or 0414 707 747 if you would like to discuss or view additional details at.

<http://metroassetmanagement.com.au/private-asset-management>

Yours faithfully,



Craig Ferguson
METRO ASSET MANAGEMENT
Director