

THE MORGAN GROUP, INC.
COURTESY OFFICER SERVICE AGREEMENT

The following agreement is made between Jonathan Denning and TDC Tanglewood Real Estate Owner for services rendered as a vendor at The Hayworth. The following is a list of responsibilities of the Courtesy Officer; however, other duties may be required, as directed by Management, whenever necessary.

Responsibilities:

1. Walk or Patrol the property on a nightly basis, completing the Daily Inspection Walk Checklist and making Patrol Incident Reports regarding incidents or unusual/suspicious behavior occurring on the property that evening. Forward the Daily Inspection Walk Checklist and all Patrol Incident Reports to the Property Manager at the end of each shift, even if no activity occurs.
2. Periodically check the office and all common areas such as Game Rooms, Business Centers, Fitness facilities and Pool areas and ensure these areas are secure at all times.
3. An exterior light inspection must be completed and noted in the Daily Inspection Walk Checklist at least once a week and should be attached to a site map indicating the locations of the areas that need attention.
4. Tag illegal vehicles or vehicles in non-compliance of parking rules and enter the vehicles information in the Parking Violation Log. Refer to Management for towing guidelines/approval.
5. Assist or accompany management, door to door, when serving legal or non-legal notices.
6. Be available by mobile phone or pager, to respond within 10 minutes of the initial call, to noise disturbances, various calls and lockout calls if applicable. The mobile phone or pager must be provided by the CO and present while on duty.
7. Conduct yourself and handle all matters in a professional manner including monitoring/attending resident social functions/events.
8. Liabilities derived from the use of deadly force fall solely on me and not on the Owner's Agent, The Morgan Group, Inc. or the Owners.
9. Report your earnings or discounted Market Rent to the IRS as documented on a 1099 issued at calendar year end by the Owner's Agent, The Morgan Group, Inc. You are not subject to receive any benefits including insurance, worker's compensation and health benefits and must pay all other billable fees and deposits per the terms of your lease contract.
10. Inform Management when unable to be on-call (i.e., out of town).

In lieu of the above services, compensation will be equal to \$1915 discounted from the monthly market rent. Management has the right to cancel at anytime with 30 days notice however the 30 days notice is hereby expressly waived in all instances whereby the CO's conduct and/or activities constitutes, in Management's sole opinion, an actual or potential danger to the residents and/or associates of the Owner's Agents or their apartment communities. In the event of voluntary or involuntary termination, all keys must be returned to the Property Manager and the premises vacated at the sole discretion of the Property Manager.



Courtesy Officer



Property Manager



Date



Date