

**AUGUSTA, GEORGIA HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT**  
**PROFESSIONAL SERVICES AGREEMENT**  
**between**  
**AUGUSTA, GEORGIA**  
**and**  
**Right Choice Property Management**

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This agreement made and entered into this \_\_\_\_ day of \_\_\_\_ 2025 (the “Effective Date”), by and between Augusta, Georgia, (hereinafter referred to as “Augusta”) a political subdivision of the State of Georgia, acting by and through the Augusta, Georgia Housing and Community Development Department (“HCD”) whose address is 510 Fenwick Street, Augusta, GA, and Right Choice Property Management, (hereinafter referred to as the Consultant or Property Manager) a Limited Liability Company whose address is 985 Broad Street, Suite 2 Augusta, GA 30901.

**NOW, THEREFORE**, for and in consideration of the mutual promises and covenants contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Consultant and Augusta, intending to be legally bound, do hereby covenant and agree as follows:

**ARTICLE I.**

**SCOPE OF SERVICES TO BE PROVIDED**

- A.** Consultant will conduct those activities as indicated in RFP 23-273, Section III, “Scope of Services,” which is incorporated herein by reference as if each and every section and subsection thereof is subsequently recited below, including but not limited to:
- a. Marketing properties for rent;
  - b. Screening and Selecting Tenants with appropriate background, identity, credit, and financial investigations and in keeping with pre-defined tenant criteria;
  - c. Supervising and coordinating Tenant Move-In;
  - d. Collecting rent
  - e. Conducting dispossessory proceedings and obtaining possession of properties following default of Tenant, restoring properties to rentable condition;
  - f. Maintaining management-level legal compliance and coordinating with legal counsel as necessary;
  - g. Conducting Inspections on a quarterly or as-needed basis and providing quarterly reports on property condition;
  - h. Maintaining complete financial records and making disbursements to vendors, documenting all payments forensically with receipts and invoices;
  - i. Conducting all regular, preventive and emergency maintenance, documenting repair and maintenance activity and providing reports; and
  - j. Supervising Tenant move-out and return of property to the rent roll.
- B.** Consultant agrees to provide, as an essential and necessary component of the contract, those services described in RFP-273, Section IV, “General Expectations,” the following services under this subsection. Failure to provide these essential services may cause a default and termination under this agreement or may result in a reasonable reduction of

compensation to the Property Manager, to either be agreed upon by the parties or to be submitted to a mutually-agreed-upon third-party arbitrator.

- a. The Property Management must assign at least two (2) Project Representatives to perform the services under this Contract, and at least one Project Representative must be available 24 hours per day/365 days per year in the event an emergency arises.
- b. The Property Management shall maintain a 24-hour emergency response system that shall acknowledge and fulfill (or commence) all HCD requests for emergency work no later than sixty minutes of notice from the tenant or HCD;
- c. HCD requests for non-emergency work should be acknowledged within 24 hours and fulfilled (or commenced) within two (2) business days;
- d. When on HCD property or engaging in business related to the scope of work contained herein, the Property Manager, and its employees and Consultants, must represent themselves professionally, be courteous to HCD's users, and wear clothing that identifies their employer. When questioned, Property Manager and/or its sub-contractors or employees should state for whom they work and the general nature of the work to be performed;
- e. The Property Management shall designate a Project Manager as the principal point of contact for the day-to-day communications and notify HCD of the same. If there is a change in the project manager, the Property Manager must immediately notify HCD of the new Project Manager. If, at any point during the term of the contract, the Property Manager has not provided HCD with the correct contact information for the Project Manager, HCD shall be authorized to terminate the Agreement pursuant to Notice requirements.
- f. The Property Manager shall maintain and provide to HCD a list of pre-approved subcontractors, properly licensed to do work in Georgia, for services including fencing, landscaping, tree removal, site security, graffiti removal, demolition, electrical, plumbing, mechanical, framing, and roofing. Prior to releasing any subcontractors to perform work on an HCD assets, the Contract, evidence of insurance (copy of COI) and license information shall be provided to HCD;
- g. HCD reserves the right to have the property management utilize contractors of choice for negotiating of better pricing purposes.
- h. The Property Manager shall communicate professionally with HCD staff, as well as other Consultants utilized by HCD;
- i. The Property Manager shall efficiently perform all activities, using standard commercial practices and using appropriately licensed sub-contractors;
- j. Environmentally sustainable practices should be utilized whenever practical.
- k. As part of the continuation of requirements set forth by the federal programs, Property Manager is also responsible for the maintenance of properties acquired by HCD to be utilized as affordable rental and or homeownership. The Property Manager must be willing to take on new units as indicated by HCD.
- l. Property Management shall perform, or cause to be performed, all asset inspections on a quarterly basis, and submit reports resulting from said inspections to HCD no later than (3) business days after completion of the physical inspection. Inspection reports shall contain exterior and interior (if applicable) photographs of each asset. Failure to complete inspections and/or submit inspection reports as required may result in a reduction in compensation to Property Manager.
- m. No later than (3) business days after completion of any repairs, Property Manager shall submit to HCD any photographs and documentation related to repairs that have been completed. Failure to submit photographs and proper documentation may result in delayed and/or reduced compensation.

- n. The Property Manager shall submit all invoices promptly upon completing the work. Payment will be reimbursed within a NET 30-day period after HCD receives and approves the invoice.
- o. The Property Manager is expected to handle non-routine on-call maintenance without requiring an initial deposit from HCD. This includes cases where a subcontractor requires a deposit to commence work. In such situations, the Property Manager shall pay the deposit to the subconsultant so that work can begin. The Property Manager will contact HCD to obtain approval and/or initiate repairs for services exceeding \$500.

## **ARTICLE II**

### **TERM**

**Agreement Term** The term of this Agreement commences on the Effective Date hereof and terminates absolutely and without further obligation on the part of Augusta, Georgia each and every December 31<sup>st</sup>, unless terminated earlier in accordance with the termination provisions of the Agreement. The term of this agreement automatically renews on each January 1<sup>st</sup>, unless terminated in accordance with the termination provisions of the Agreement. Any extension is contingent upon funding and satisfactory delivery and performance, to be determined in Augusta, Georgia's sole discretion. The term of this Agreement will be two years from the effective date. Upon written agreement between the Parties, the Agreement may be extended for one additional year, but no further extensions through this Agreement shall be permitted. ``

## **ARTICLE III**

### **CONSIDERATION/FEES**

- A. Augusta shall pay the consultant a fixed price of ninety-three and 00/100 United States Dollars (\$93.00) per month for each leased unit. In addition, Consultant shall receive One-half of the first full month's lease payment for each new leased unit. All payments shall be deducted from the rents and then forwarded to HCD.
- B. Augusta shall pay the Lease-Up / Marketing Fee of 50% of the first month's rent per unit, which will be retained by Right Choice.
- C. Eviction Process fee of \$200 will be applied and retained by Right Choice.
- D. Augusta will be billed the invoice cost when a third-party vendor is required, and a 10% upcharge will apply when Right Choice in-house maintenance is provided after-hours.
- E. We agree that there will be no Late Rent Fee.
- F. Lease Violation Fee of \$30.00 will apply per occurrence. The fee will be split 50/50 between HCD and Right Choice.
- G. There will not be a No-Access Fee charge
- H. Lock-Out Fee structure will be as follows: The first lock-out will be courtesy with no charge; any subsequent lock-outs will be billed at \$20.00 and retained by Right Choice.
- I. Any additional needed fees will require pre-approval by Augusta HCD Staff.
- J. Property Management has to request prior approval for any work to be completed over \$500 per unit

## **ARTICLE IV**

### **REPRESENTATIONS AND WARRANTIES OF CONSULTANT**

Consultant hereby represents and warrants to HCD as follows:

- A. **Due Authorization and Binding Obligation.** This Agreement has been duly authorized, executed and delivered by Consultant and constitutes a legal, valid and binding obligation of Consultant, enforceable against Consultant in accordance with its terms, except to the

extent its enforceability may be limited by (i) applicable bankruptcy, reorganization, moratorium or similar laws affecting enforcement of creditors' rights or remedies generally, (ii) general equitable principles concerning remedies, and (iii) limitations on the enforceability of rights to indemnification by federal or State laws or regulations or public policy.

- B. No Conflict.** To its knowledge, neither the execution nor delivery of this Agreement by Consultant, nor the performance by Consultant of its obligations hereunder (i) conflicts with, violates or results in a material breach of any law or governmental regulation applicable to Consultant, (ii) conflicts with, violates or results in a material breach of any term or condition of any order, judgment or decree, or any contract, agreement or instrument, to which Consultant is a party or by which Consultant or any of its properties or assets are bound, or constitutes a material default under any of the foregoing, or (iii) constitutes a default under or results in the creation of, any lien, charge, encumbrance or security interest upon any assets of Consultant under any agreement or instrument to which Consultant is a party or by which Consultant or its assets may be bound or affected.
- C. No Approvals Required.** No approval, authorization, order or consent of, or declaration, registration or filing with, any Governmental Authority is required for the valid execution and delivery of this Agreement by Consultant or the performance of its obligations hereunder, except such as have been duly obtained or made.
- D. Financial Condition.** There has been no material adverse change in the financial condition of Consultant that would impair the ability of Consultant to perform its obligations under this Agreement.
- E. No Collusion.** Consultant's Proposal is genuine and not collusive or a sham. Consultant has not colluded, conspired, connived or agreed, directly or indirectly, with any other person, to put in a sham proposal, or to refrain from proposing, and has not in any manner, directly or indirectly, sought, by agreement, collusion, communication or conference with any person, to fix the prices of Consultant's proposal or the proposals of any other person or to secure any advantage against any person interested in this Agreement.
- F. Information Supplied By Consultant.** The information supplied and representations and warranties made by Consultant and in all submittals made in response to the RFP, including Consultant's Proposal, and in all post-proposal submittals with respect to Consultant (and, to its knowledge, all information supplied in such submittals with respect to any subsidiary or subcontractor) are true, correct and complete in all material respects. Consultant's Proposal does not contain any untrue statement of a material fact or omit to state a material fact required to be stated therein, or necessary in order to make the statements therein not misleading.
- G. Ethics: Gratuities and Kickbacks.** Neither Consultant, any subsidiary, or any agent or other representative of Consultant has given or agreed to give, any employee or former employee of HCD or any other person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a procurement requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any procurement requirement or an Agreement or subcontract, or to any solicitation or proposal for an Agreement or subcontract. Notwithstanding any other provision hereof, for the

breach or violation of this representation and warranty and upon a finding after notice and hearing, Augusta may terminate this Agreement.

- H. Contingent Fees.** The Consultant warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Consultant for the purpose of securing business and that the Consultant has not received any non-Augusta fee related to this Agreement without the prior written consent of the Augusta. For breach or violation of this warranty, the Augusta shall have the right to annul this Agreement without liability or at its discretion to deduct from the Agreement Price of consideration the full amount of such commission, percentage, brokerage or contingent fee.
- I. Existence and Powers.** Consultant is a corporation duly organized and validly existing under the laws of Georgia and is duly qualified to do business in the State of Georgia, with full power, authority and legal right to enter into and perform its obligations under this Agreement.
- J.** Augusta's selection of the Consultant was made with specific reliance on the qualifications and experience of specific Consultant staff identified in the Consultant's response to RFP 23-273, incorporated herein by reference. Unless substitutions are otherwise approved by Augusta or HCD, Consultant agrees to assign specific staff members to this Agreement substantially in keeping with the roles articulated in Consultant's response.
- K.** The ownership of all data, drawings, charts, etc. which are prepared or produced under this Agreement shall be that of Augusta, Georgia.
- L.** Contractor acknowledges that Augusta, Georgia is an "agency" pursuant to the Georgia Open Records Act, OCGA 50-18-70 et seq., and agrees to cooperate with any request for public records pursuant to that Act if such lawful request is made to Augusta, Georgia, or Contractor for public records that are open for inspection and copying pursuant to that Act. Contractor shall comply with any requirements for that Act for affidavits for trade secrets or other such confidential information that Contractor wishes to keep confidential pursuant to the requirements of law.

## **ARTICLE V**

### **INSURANCE**

- A.** Right Choice Property Management shall, at all times that this Agreement is in effect, cause to be maintained in force and effect an insurance policy that will ensure and indemnify Augusta against liability or financial loss resulting from injuries occurring to persons or property or occurring, as a result of any negligent error, act or omission of Right Choice Property Management during the term of this Agreement. Right Choice Property Management shall provide, at all times, Worker's Compensation insurance in accordance with the laws of the State of Georgia. Augusta will be named as an additional insured with respect to Right Choice Property Management's liabilities hereunder in insurance coverages. The policies shall be written by a responsible company(s), to be approved by Augusta, and shall be noncancellable except on thirty (30) days' written notice to Augusta. The requirements contained herein, as well as City's review or acceptance of insurance maintained by Consultant is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Consultant under this Agreement:

- B.** The Consultant shall carry professional/public liability insurance coverage in the amount of One Million Dollars \$1,000,000 covering itself and all of its employees and agents.
- a. Additional Insured – Consultant agrees to endorse Augusta as an Additional Insured on the Commercial General Liability. The Additional Insured shall read ‘Augusta as its interest may appear’.
  - b. Certificate of Insurance – Consultant agrees to provide Augusta a Certificate of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect. If Consultant receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Consultant agrees to notify Augusta within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance.

## **ARTICLE VI**

### **TERMINATION**

- A.** Augusta may terminate this Agreement upon thirty (30) days written notice to the Consultant for any reason whatsoever at its sole discretion. HCD shall, upon invoice, pay for all services rendered to the date of termination as provided for herein.
- B.** Augusta shall have the right to terminate this Agreement for a violation of the terms hereof, at any time after thirty (30) days’ notice, other such other time period as set forth in such notice, has been given to the Consultant and unless corrective action has been taken or commenced within said thirty (30) day period and thereafter diligently completed.
- C. Termination of the Agreement for Default.** Failure of the Consultant, which has not been remedied or waived, to perform or otherwise comply with a material condition of the Agreement shall constitute default. Augusta, Georgia, may terminate this contract in part or in whole upon written notice to the Consultant pursuant to this term.
- D.** Augusta shall have the right to terminate this Agreement immediately upon or after any of the following:
  - a. **Assignment for Creditors:** The Consultant makes a general assignment for the benefit of creditors.
  - b. **Bankruptcy:** The Consultant files a petition for relief as a debtor under any Article or chapter of the Federal Bankruptcy Code, as amended from time to time.
  - c. **Receivership:** A receiver, trustee, or custodian is appointed for all or substantially all of the assets of the Consultant in any proceeding brought by or against the Consultant, or the Consultant consents to or acquiesces in such appointment.
- E. Termination.** Augusta may terminate this Agreement any time for breach of contractual obligations by providing written notice of such cancellation. Should Augusta exercise its right to cancel the Agreement for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation. Furthermore, Augusta may terminate this Agreement at any time upon the giving of written notice as follows:
  - a. In the event that the Consultant fails to discharge any obligations or remedy any default or breach under this Agreement for a period continuing more than thirty (30) days after the provision of written notice specifying such failure or default and that such failure or default continues to exist as of the date upon which such notice so terminating this Agreement is given; or

- b. In the event that the Consultant makes an assignment for the benefit of creditors, or commences or has commenced against it any proceeding in bankruptcy, insolvency, or reorganization pursuant to bankruptcy laws or laws of debtor's moratorium; or
  - c. In the event that appropriate and otherwise unobligated funds are no longer available to satisfy the obligations of HCD.
- F. Temporary Suspension or Delay of Performance of Contract.** To the extent that it does not alter the scope of this Agreement, Augusta, Georgia may unilaterally order a temporary stopping of the work, or delaying of the work to be performed by Consultant under this Agreement.

## **ARTICLE VII**

### **MISCELLANEOUS PROVISIONS**

- A.** Consultant will promptly observe and comply with applicable provisions of all published federal, state, and local laws, rules and regulations which govern or apply to the services rendered by Consultant herein, or to the wages paid by Consultant to its employees.
- B.** Consultant will procure and keep in force during the term of this Agreement all necessary licenses, registrations, certificates, permits, and other authorizations as are required herein.
- C.** All reports, documents, data bases, commercials, and other deliverable products produced by Consultant for sole purposes of HCD under the terms of this Agreement will at all times be the exclusive property of HCD.
- D. Governing Law.** This Agreement and any questions concerning its validity, construction or performance shall be governed by the laws of the State of Georgia, irrespective of the place of execution or the place or places of performance.
- E. Counterparts.** This Agreement may be executed in more than one counterpart, each of which shall be deemed to be an original and all of which taken together shall constitute one and the same instrument.
- F. Severability.** In the event that any part, provision or term of this Agreement shall, for any reason, be determined to be invalid, illegal, or unenforceable in any respect, the Parties shall negotiate in good faith and agree to such amendments, modifications, or supplements of or to this Agreement or such other appropriate actions as shall, to the maximum extent practicable in light of such determination, implement and give effect to the intentions of the Parties as reflected herein, and the other provisions of this Agreement shall, as so amended, modified, supplemented, or otherwise affected by such action, remain in full force and effect.
- G. No Third Party Beneficiary.** This Agreement is intended to be solely for the benefit of Consultant and Augusta and their respective successors and permitted assigns and is not intended to and shall not confer any rights or benefits on any Person not a signatory hereto.
- H. HCD Approvals and Consents.** When this Agreement requires any work approvals or consent by Augusta Housing & Community Development to a Consultant submission, request or report, the approval or consent shall be given by HCD's Authorized Representative in writing and such writing shall be conclusive evidence of such approval or consent, subject only to compliance by HCD with the applicable law that generally governs its affairs. Unless expressly stated otherwise in this Agreement, and except for requests, reports and submittals made by the Consultant that do not, by their terms or the terms of this Agreement, require a response or action, if HCD does not find a request,

report or submittal acceptable, it shall provide written response to Consultant describing its objections and the reasons therefore within thirty (30) days of the HCD's receipt thereof. If no response is received, the request, report or submittal shall be deemed rejected.

- I. Notices and Authorized Representatives.** All notices, consents, approvals or communications required or permitted hereunder shall be and may be relied upon when in writing and shall be (i) transmitted by registered or certified mail, postage prepaid, return receipt requested, with notice deemed to be given upon receipt, or (ii) delivered by hand or nationally recognized courier service, or (iii) sent by facsimile transmission with confirmed receipt thereof, with a hard copy thereof transmitted pursuant to (i) or (ii) above.

All such notices, consents, approvals or communications shall be addressed as follows:

**For Augusta:**

Augusta Housing and Community Development  
510 Fenwick Street  
Augusta, Georgia 30901  
Attn: Charles Jackson (Interim Director)  
Sonya Johnson ( HCD Project Manager- HCD Representative)

With a Copy to:

General Counsel  
Augusta Law Department  
535 Telfair Street, Building 3000  
Augusta, GA 30901

**For Consultant:**

Right Choice Property Management  
119 Davis Road, Suite 1F  
Augusta, GA 30907  
Attn: Ernest Jones

With a Copy to:

- J. Nondiscrimination.** During the performance of services under this Agreement, Consultant agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin. Consultant will take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to their race, color, religion, sex, age, or national origin. Such action will include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- K. Indemnification.** Consultant hereby agrees to hold harmless, indemnify and defend Augusta, Augusta Housing & Community Development, its members, elected officials, officers and employees, against any claim, action, loss, damage, injury (whether mental or physical, and including death to persons, or damage to property), liability, cost and expense of whatsoever kind or nature including, but not by way of limitation, attorneys' fees and



court costs, arising from any act or non-act or the commission or omissions of any act while under the terms of this Agreement.

- L. Compliance with laws:** The Consultant shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or City statute, ordinances and rules during the performance of any contract between the Consultant and Augusta. Consultant shall also provide, pay for, and maintain with companies, reasonably satisfactory to Augusta, the types of insurance as set forth in the Augusta-Richmond County Code, and Georgia law as the same may be amended from time to time.
- M. Prompt Pay Act.** The terms of this Agreement supersede any and all provisions of the Georgia Prompt Pay Act.
- N.** Contractor acknowledges that this contract and any changes to it by amendment, modification, change order or other similar document may have required or may require the legislative authorization of the Board of Commissioners and approval of the Mayor. Under Georgia law, Contractor is deemed to possess knowledge concerning Augusta, Georgia's ability to assume contractual obligations and the consequences of Contractor's provision of goods or services to Augusta, Georgia under an unauthorized contract, amendment, modification, change order or other similar document, including the possibility that the Contractor may be precluded from recovering payment for such unauthorized goods or services. Accordingly, Contractor agrees that if it provides goods or services to Augusta, Georgia under a contract that has not received proper legislative authorization or if the Contractor provides goods or services to Augusta, Georgia in excess of the any contractually authorized goods or services, as required by Augusta, Georgia's Charter and Code, Augusta, Georgia may withhold payment for any unauthorized goods or services provided by Contractor. Contractor assumes all risk of non-payment for the provision of any unauthorized goods or services to Augusta, Georgia, and it waives all claims to payment or to other remedies for the provision of any unauthorized goods or services to Augusta, Georgia, however characterized, including, without limitation, all remedies at law or equity." This acknowledgement shall be a mandatory provision in all Augusta, Georgia contracts for goods and services, except revenue producing contracts.
- O.** All contractors and subcontractors entering into contracts with Augusta, Georgia for the physical performance of services shall be required to execute an Affidavit verifying its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Augusta, Georgia has registered with and is participating in a federal work authorization program. All contractors and subcontractors must provide their E-Verify number and must be in compliance with the electronic verification of work authorized programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91 and shall continue to use the federal authorization program throughout the contract term. All contractors shall further agree that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to its contract with Augusta, Georgia the contractor will secure from such subcontractor(s) each subcontractor's E-Verify number as evidence of verification of compliance with O.C.G.A. § 13-10-91 on the subcontractor affidavit provided in Rule 300-10-01-.08 or a

substantially similar form. All contractors shall further agree to maintain records of such compliance and provide a copy of each such verification to Augusta, Georgia at the time the subcontractor(s) is retained to perform such physical services.

- P.** Throughout the term of this contract, Consultant will comply with all applicable federal, state, or local laws related to equal employment opportunity and will not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. Consultant will comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Consultant certifies that it is not, nor will it employ any individuals or subcontractors who are debarred, suspended, or otherwise excluded by the U.S. Department of Housing and Urban Development, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Consultant further certifies it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Further, Consultant will promptly disclose to Augusta if this certification ceases to be accurate at any point during the contract period. As applicable, Consultant will comply with the requirements of 2 CFR 200.322 related to the procurement of materials under this contract.
- Q. Inspection.** Augusta, Georgia may, at reasonable times, inspect the part of the plant, place of business, or work site of Consultant or any subcontractor of Consultant or subunit thereof which is pertinent to the performance of any contract awarded or to be awarded by Augusta, Georgia. Consultant agrees to maintain records of costs and services provided to document and fully support billings. All books, records and other documents relevant to this agreement shall be retained for a period of three years after the end of the fiscal year during which they were created. Augusta and their duly authorized representatives shall have access to the books, documents, papers, and records of Consultant which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts.
- R. Independent Contractor.** The Consultant shall act at all times as an independent contractor, not as an agent of Augusta or Augusta Housing & Community Development; and shall retain control over its employees, agents, servants and subcontractors.
- S. Assignment and Subcontracting.** The Consultant shall not sell, convey, transfer, mortgage, subcontract, sublease or assign this Agreement or any part thereof, or any rights created thereby, without the prior written consent of Augusta. Any assignment or transfer of this Agreement or any rights of the Consultant hereunder, without the prior written consent of Augusta shall be invalid, and shall convey to Augusta the right to terminate this Agreement at its sole discretion.
- T. Choice of Law and Venue.** This Agreement shall be performable and enforceable in the Superior Court of Richmond County, Georgia, and shall be construed in accordance with the laws of the State of Georgia. Consultant by execution of this Agreement specifically consents to jurisdiction and venue in the Superior Court of Richmond County and waives any right to contest same.

- U. Invalid Provisions:** If any covenant, condition or provision contained in this Agreement is held to be invalid by any Court of competent jurisdiction, the invalidity of any such covenant, condition or provision shall in no way affect any other covenants, conditions or provisions contained in this Agreement; provided, that the validity of such covenant, condition or provision does not materially prejudice either the HCD or Consultant in its respective rights and obligations contained in the valid covenants, conditions or provisions of this Agreement.
- V. Waivers.** Failure by Augusta to insist upon the strict performance by the Consultant of any of the terms herein contained shall not constitute a waiver of Augusta's right to thereafter enforce any such term, but the same shall continue in full force and effect. The exercise of any right to terminate arising under this Agreement shall not operate to deprive Augusta of any coexisting right to seek damages or other remedies arising from the default of the Consultant.
- W. Entire Agreement.** This Agreement constitutes the entire agreement between the parties and will supersede and replace all prior agreements or understandings, written or oral, in relation to the matters set forth herein. Notwithstanding the foregoing, however, Consultant hereby affirms the completeness and accuracy of all of the information provided by it in its proposal to Augusta in pursuit of this Agreement. Should there be a conflict between any provision in this Agreement and the Consultant's response to RFP 22-273 (Exhibit "A"), the Consultant's response to RFP 22-273 shall take precedence over this Agreement.

**IN WITNESS WHEREOF**, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Right Choice Property Management

Name: Ernest Jones

Title: Managing Member

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Augusta, Georgia Mayor

Name: Garnett L. Johnson

Title: Mayor

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Augusta Housing and Community Development Department

Name: Charles Jackson

Title: Interim Director

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Lena J. Bonner, Clerk of Commission

## EXHIBIT A

### SCOPE OF SERVICES:

The Property Manager will be required to provide full service, comprehensive property management and maintenance services necessary to maintain and preserve the properties acquired as a part of the Augusta, GA (HCD) project. The Property Manager must have at least two years of work experience and knowledge of the federal programs and guidelines as listed in the request. The Property Manager will be responsible for regularly assessing the conditions of the properties, mobilizing quickly to address repairs and other issues requiring immediate attention, and developing and implementing preventive maintenance measures. At HCD's request, the Property Manager (or its subcontractor) shall secure properties, repair asset damage, perform preventive maintenance, and provide design services and build-out of minor site renovations and improvements that may fall outside of normal routine property maintenance. Property management must be able to provide a response time of no more than sixty (60) minutes for emergency or repair calls. For each fiscal year, the procured company will be responsible for the verification of persons requesting an application to ensure the total household income does not exceed the 80% AMI limit.

### GEORGIA-STATE INCOME LIMITS

#### Augusta-Richmond County

**Fiscal Year: 2025; Median Family Income: \$88,300**

FY 2025 Income Limit Area Median Income	FY 2022 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Richmond County  \$ 88,300	Extremely Low (30%) Income Limits	\$ 18,550	\$ 21,200	\$ 23,850	\$ 26,500	\$ 28,650	\$ 30,750	\$ 32,900	\$ 35,000
	Low (60%) Income Limits	\$ 30,950	35,350	\$ 39,750	\$ 44,150	\$ 47,700	\$ 51,250	\$ 54,750	\$ 58,300
	Low (80%) Income Limits	\$ 49,500	\$ 56,550	\$ 63,600	\$ 70,650	\$ 76,350	\$ 82,000	\$ 87,650	\$ 93,300
NSP	120%	\$ 63,400	\$ 72,500	\$ 81,500	\$ 90,600	\$ 97,850	\$ 105,100	\$ 112,350	\$ 119,600

**The procured firm will need to demonstrate both its capacity to meet the expectations of AHCCD and is track record of demonstrated skills as outlined in each of the areas noted:**

#### **Market the property for rent.**

- A.** Prepare home for rent
  - a. Clean home and optimize interior appeal
  - b. Manicure landscaping to increase curb appeal
- B.** Create ads tailored to the property and advertising medium. Some of the mediums commonly used are:
  - a. Paid and free rental listing websites
  - b. Print publications
  - c. Signs
  - d. MLS
  - e. Fliers
- C.** Work with other realtors and leasing agents to find a tenant
- D.** Field calls from prospects for questions and viewings

- E. Meet prospective tenants for showings throughout the week and weekend.
- F. Provide prospective tenants with rental applications that are legally compliant with fair housing laws and federal regulations.
- G. Collection of applications with application fee(unless specified by HCD to waive fees)

#### **Tenant Screening and Selection**

- A. Perform a background check to verify identity, income, rental history, etc.
- B. Work with HCD to place tenants as recommended.
- C. Grade tenant according to pre-defined tenant criteria
- D. Inform tenants who were turned down

#### **Tenant Move In**

- A. Draw up leasing agreements
- B. Confirm move-in date with tenant
- C. Review lease guidelines with the tenant regarding things like rental payment terms and required property maintenance
- D. Ensure all agreements have been properly executed
- E. Perform a detailed move-in inspection with the tenant and have the tenant sign a report verifying the condition of the property prior to move-in.
- F. Collect first month's rent and security deposit unless specified by HCD of any waivers.

#### **Rent Collection**

- A. Receive rent
- B. Searching for late payments
- C. Sending out pay or quit notices

#### **Evictions**

- A. Filing relevant paperwork to initiate and complete an unlawful detainer action
- B. Representing the owner in court
- C. Coordinating with law enforcement to remove tenant and tenants' possessions from unit
- D. Clean unit and make ready for new tenant

#### **Legal**

- A. Advise in the event of a legal dispute or litigation
- B. Refer the owner to a qualified attorney when necessary
- C. Understand and abide by the latest local, state and federal legislation that apply to renting and maintaining rental properties

#### **Inspections**

- A. Perform periodic inspections (Inside and outside) on a predefined schedule, looking for repair needs, safety hazards, code violations, lease violations, etc.
- B. Send owner quarterly reports on the condition of the properties

#### **Financial**

- A. Provide accounting property management services
- B. Make payments on behalf of owner (landscaping, insurance, pest control, etc.)
- C. Detailed documentation of expenses via invoices and receipts
- D. Maintain all historical records (paid invoices, leases, inspection reports, warranties, etc.)

- E. Provide quarterly reporting prepared for presentation to the property owner, its successors and/or assigns, detailing all financial transactions per unit
- F. Provide easy to read monthly cash-flow statements which offer a detailed breakdown of income and itemized expenses

### **Maintenance, Repairs, and Remodeling**

- A. Provide and oversee an in-house maintenance crew consisting of a network of licensed, bonded and fully insured contractor(s) who have been vetted for good pricing and good work that is up to code as approved through AHCCD.
- B. HCD will handle all major remodeling or rehabilitation projects and submit payments through property management for invoicing and payment of services.
- C. Notify HCD immediately of any issues requiring urgent attention.
- D. Perform maintenance and preventive maintenance, including: removal of trash and debris; cutting grass and shrubbery; moving supplies such as railroad tires and signs; repairing broken gates and fences; graffiti removal; addressing/repairing hazards and liabilities such as exposed metal or sinkholes, removal of non-operable vehicles, etc.
- E. Provide a monthly activity log that documents work completed by the Property Manager and outstanding issues that need to be addressed; also include photographs where appropriate or as requested.
- F. Secure properties, which may include boarding up properties, installing appropriate signage (i.e., "No Trespassing", etc.) and installing fences, gates and/or padlocks.
- G. Establish a preventative maintenance policy to identify and deal with repair needs
- H. Assign jobs to different parties (in-house employees, handymen, and professional contractors) based on who will do the best professional job for the **best price**.
- I. Maintain and monitor a 24-hour emergency repair hotline with no more than a 60-minute response time

### **Tenant Move Out**

- A. Inspect the unit and fill out a report on the property's condition when the client moves out
- B. Provide tenant with a copy as well as estimated damages
- C. Return the balance of the security deposit to the tenant
- D. Forward any portion of the owner's portion of the tenant deposit to the owner or hold in owner reserves for repairs.
- E. Clean unit and perform any needed repairs or upgrades
- F. Re-key the locks
- G. Put the property back on the market for rent

## **GENERAL EXPECTATIONS**

The Property Manager is expected to perform the above scope of work in the following manner. Failure to meet the expectations outlined below may result in a reduction in compensation to the Property Manager.

- A. The Property Manager must assign at least **two (2) Project Managers** to perform the services under this Contract, and at least one Project Manager being **available 24 hours per day/365 days** per year in the event an emergency arises.
- B. **The Property Manager shall acknowledge and fulfill (or commence) all HCDs requests for emergency work no later than sixty minutes of notice from tenant or HCD;**
- C. **HCD requests for non-emergency work should be acknowledged within 24 hours and fulfilled (or commenced) within two (2) business days;**

- D. When on HCD property or engaging in business related to the scope of work contained herein, the Property Manager, and its employees and Consultants, must represent themselves professionally, be courteous to HCD's users, and wear clothing that identifies their employer. When questioned, Property Manager and/or its sub-contractors or employees should state for whom they work and the general nature of the work to be performed;
- E. The Property Management shall designate a Project Manager as the principal point of contact for the day-to-day communications and notify HCD of the same. If there is a change in project manager, the Property Manager must immediately notify HCD of the new Project Manager. If, at any point during the term of the contract, the Property Manager has not provided HCD with the correct contact information for the Project Manager, HCD shall be authorized to terminate the Contract;
- F. The Property Manager shall maintain and provide to HCD a list of pre-approved sub-contractors, properly licensed to do work in Georgia, for services including fencing, landscaping, tree removal, site security, graffiti removal, demolition, electrical, plumbing mechanical, framing and roofing. Prior to releasing any sub-contractors to perform work on an HCD asset, the Contract, evidence of insurance (copy of COI) and license information shall be provided to HCD;
- G. The Property Manager shall communicate in a professional manner with HCD staff, as well as other Consultants utilized by HCD;
- H. The Property Manager shall efficiently perform all activities, using standard commercial practices and using appropriately licensed sub-contractors;
- I. Environmentally sustainable practices should be utilized whenever practical.
- J. As part of the continuation of requirements set forth by the federal programs, HCD is also responsible for the maintenance of properties acquired by HCD to be utilized as affordable rental and or homeownership. The Property Manager must be willing to take on new units as indicated by HCD.
- K. Property Management shall perform, or cause to be performed, all asset inspections on a quarterly basis, and submit reports resulting from said inspections to HCD no later than (3) business days after completion of the physical inspection. Inspection reports shall contain exterior and interior (if applicable) photographs of each asset. Failure to complete inspections and/or submit inspection reports as required may result in a reduction in compensation to Property Manager.
- L. No later than **(3) business days after completion of any repairs**, Property Manager shall submit photographs to HCD documenting that the repairs have been completed. Failure to submit photographs may result in delayed and/or reduced compensation.
- M. **Property Manager shall submit all invoices promptly upon completion of the work. Failure to submit invoices in a timely manner may result in delays in payment processing. The Property Manager should expect to receive payment within NET 30 business days after HCD receives and approves the invoice.**
- N. Property Manager is expected to begin work on on-call non-routine maintenance without any initial deposit from HCD. This expectation includes situations where a subconsultant requires a deposit to commence work, in which case the Property Manager shall pay the deposit to the subconsultant so that work may begin. **If the Property Manager has a limit of up to \$500 on the amount of work it can perform prior to payment by HCD, the Property Manager must disclose that amount as part of its response to this Request For Proposal (RFP)**