



MBM Property Management LLC

MBM Property management Policy and Procedures Manual Acknowledgement

I, the undersigned, have received a copy of MBM *Policy and Procedures Manual* dated **May 2015**. I understand and agree to the following:

- I agree to read or refer to the manual when necessary to clarify company policies and procedures.
- I agree to comply with the policies and procedures within the manual as well as follow those directed by management of the company.
- I agree to ask for further explanation of anything not understood in the manual or in conflict with operation of the company.
- I understand that MBM can amend this manual at any time and that any amendments are binding on me.
- I understand that all the information contained in this manual is confidential and not distributed to clientele, vendors, or the public without permission of Management.

Owners Signature

Date

Management Signature