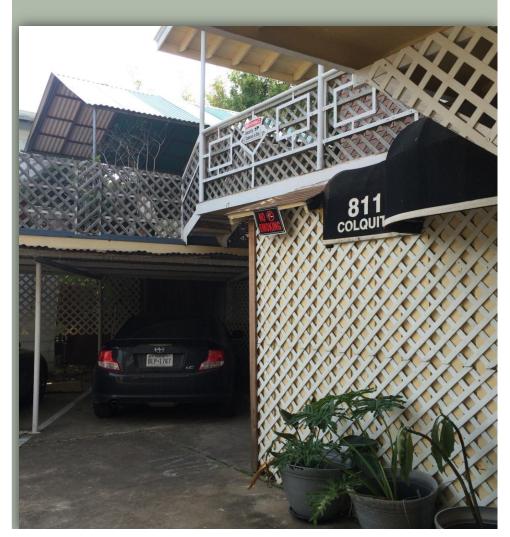
10 Unit • Class C Multifamily Investment Opportunity



Excellent Upside Opportunity

OFFERED BY:

KET Enterprises Incorporated

MARK KALIL &
ASSOCIATES, INC.



811 COLQUITT Apartment Homes



GREAT LOCATION IN THE NEARTOWN/MONTROSE DISTRICT!

811 COLQUITT Apartment Homes

811 Colquitt St., Houston, TX 77006

\$1,350,000

Units: 10

Avg Size: 610

Date Built: 1959

Rentable Sq. Ft.: 6,100

Acreage: 0.14

Occupancy: 100%

Class: C

Price Per Unit \$135,000

Price Per Sq. Ft. \$221.31

Stabilized NOI \$100,799

INVESTMENT HIGHLIGHTS

- Excellent Upside Potential with Interior and Exterior Upgrades
- ► Great Opportunity for the Smaller Investor
- ► Clean Property with Minor Deferred Maintenance
- Excellent Location Near Downtown and the Texas Medical Center
- This is a Covered Land Play
- OFF MARKET OFFERING
- 0% Commission to Outside Agents

FOR MORE INFORMATION PLEASE CONTACT:



Tom Wilkinson

Broker/Vice President twilk4@ketent.com T 713.355.4646 | C 713.628.9408



Mark Kalil

Mark Kalil & Associates, Inc. | President mark@markkalil.com
T 713.799.8700 | C 713.829.3765



811 Colquitt •	811 Colquitt	St. • H	ouston	, TX 770	006					
Physical Info	rmation	F	inancial	Information	on	Existing Loan F	Parameters		Operating Inform	nation
Number of Units	10	Asking Price			\$1,350,000	Mortgage Balance	\$740,000	Est Mkt R	ent (Jun-18)	\$9,270
Avg Unit Size	610	Price Per Unit			\$135,000	Amortization (months)	300	Avg Mo 2	018	\$8,509
Net Rentable Area	6,100	Price Per Sq.	Ft.		\$221.31	P&I	\$2,316	Physical	Occ (Jun-18)	100%
Land Area (Acres)	0.14	Stabilized NO			\$100,799	Debt Service/year	\$27,788		er Unit per Yr	\$450
Units per Acre	69.696	Value Capped	@ 6.%		\$1,679,987	Origination Date			Property Tax Inform	ation
Date Built	1959	Est Rehab/Up	grade @ \$8	3,000/unit	\$80,000	Due Date	10 Years	2017 Tax	Rate/\$100	2.65356
Water Meter	Metered	Est. Entreprer	eurial Pro	fit	\$0	Interest Rate	3.75%	2017 Tax	Assessment	\$517,109
Elec Meter	Indiv	Est. Carry to S	Stabilizatio	n	\$0	Туре		2017 Est	Taxes	\$13,722
Roof Style	Pitched	Calculation of	Value		\$1,599,987	Prepayment penalty:	5%	Future Es	t Tax Assessment	\$945,000
HVAC System	HVAC-Indiv	*Current Value is	Stabilized Val	lue less Rehab, F	Profit and Carry	declines 1% a	year	Future Es	t Taxes	\$25,076
INCOME			ı	MODIFIED A	CTUALS		PRO-FOR	MA		
PRO-FORMA INCO	OME								1	
Current Street Rent wit	th a 45% Increase								161,298 \$13	,442 / Mo
Estimated Gross Sche									161,298 \$13	,442 / Mo
Estimated Loss to Leas									(3,226) 2%	
Estimated Vacancy (49			atal Ctraat	Dont)					(4,839) 4% (6,452) 4%	
Estimated Concession Estimated Utilities Inco		LUSSES (4 % UI TI	Jiai Sileei	Kent)					· · · · ·	Jnit / Yr
Estimated Other Incom										8 / Unit / Yr
Estimated Total Rental									147,858	
ESTIMATED TOTA	AL PRO-FORMA	INCOME							147,858 \$12,	322 / Mo
June 2018 YTD Inc	come Annualize	d			\$102,108					
EXPENSE			Jui	ne 2018 YTD E	xpenses		Future Exp	enses]	
Fixed Expenses				Fixed Exper	nses		Estimated Fixed	Expenses		
Taxes			\$13,064	\$1,306 per U				per Unit	Future Tax Rate & Future Ass	easemant
Insurance			\$5,504	\$550 per Uni		6/18 operating statement	\$4,500 \$450 p		Estimated	sessment
Total Fixed Expen	se		ΨΟ,ΟΟΊ	Todo por orn		18,568 \$1,857 per Unit		or orne		756 per Unit
Utilities				Utilities			Estimated L	tilities	1	
Electricity			\$433	\$43 per Unit			\$433 \$43 pe	r Unit		
Water & Sewer			\$3,434	\$343 per Uni	it		\$3,434 \$343 p	er Unit	1	
Gas			\$1,041	\$104 per Uni	it		\$1,041 \$104 p	er Unit]	
Total Utilities						4,907 \$491 per Unit			4,907 \$49	1 per Unit
Other Expenses				Other Exper	nses		Estimated Other	Expenses	1	
General & Admir			\$72	\$7 per Unit			\$2,000 \$200 p	er Unit	1	
Repairs & Mainte	enance		\$3,715	\$371 per Uni	t		\$3,715 \$371 p	er Unit		
Labor Costs			\$3,290	\$329 per Uni	it		\$8,000 \$800 p	er Unit		
Contract Service	-		\$480	\$48 per Unit			\$480 \$48 pe			
Management Fee			\$0	0.00%	\$ per Unit		\$7,393 5.00%	\$739 per Unit		
Total Other Exp						7,557 \$756 per Unit			21,588 \$2,	159 per Unit
Note: Loan Interest in the a Total Operating Exp		as been removed t	rom Expen	ses.		31,032 \$3,103 per Unit			44,059 \$4,	406 per Unit
Reserve for Replace	ement					3,000 \$300 per Unit			3,000 \$30	0 per Unit
Total Expense						34,032 \$3,403 per Unit			47,059 \$4,	706 per Unit
Net Operating Incor	ne (Actual Unde	rwriting)				68,076			100,799	
Valuation						1,350,000			1,679,987 "AIII	In" Cost
Cap Rate						5.04%			6.00%	
Proposed De	bt					740,000			740,000	
Equity						610,000			939,987	
Estimated De	ebt Service					27,788			27,788	
Cash Flow						40 288			73 012	

NOTES: ACTUALS: Income and Expenses are 6/18 operating statement. PRO FORMA: Income is Pro Forma as Noted. Taxes were calculated using Future Tax Rate & Future Assessment. Insurance is estimated. Management Fees calculated as 5.% of Gross Income, Other expenses are Estimated for the Pro Forma.

40,288

6.60%

73,012

7.77%

Cash Flow

Cash on Cash

DISCLAIMER: The information contained herein has been obtained from sources that we deem reliable. We have no reason to doubt the accuracy of the information, but we have not verified it and make no guaranty, warranty or representation about it. It is your resonsibility to independently confirm its accuracy and completeness. We have not determined whether the property complies with deed restrictions or any city licensing or ordinances including life safety compliance or if the property lies within a flood plain. THE PROSPECTIVE BUYER SHOULD CAREFULLY VERIFY EACH ITEM OF INCOME OR EXPENSE AND PERFORM OR HAVE PERFORMED ANY INSPECTIONS TO VERIFY POSSIBLE CONTAMINATION BY ASBESTOS, LEAD PAINT, MOLD OR ANY OTHER HAZARDOUS SUBSTANCES. The owner reserves the right to withdraw this listing or change the price at anytime without notice during the marketing period.

6/25/2018 811 Colquitt

811 Colquitt	811 Colquitt St.	Houston, TX 77006			Pro	perty Overview		
PROPERTY INFORMATION		CURRENT MOR	CURRENT MORTGAGE			TAXING AUTHORITY Harris County		
Age:	1959	Mortgage Balance	\$740,000		ACCT# 023072	20000011		
Renovated:	N/A	Servicer			Houston ISD	\$1.206700		
Elec Meter:	Indiv	Amortization			Harris County	\$0.416560		
A/C Type:	HVAC	P & I	\$2,315.63		Harris County Flood Control	\$0.028290		
Water:	Metered	Туре			Port of Houston Authority	\$0.013340		
Wiring:	Copper?	Assumable	yes		Harris County Hospital District	\$0.171790		
Roof:	Pitched	Monthly Escrow			Harris County Education Dept	\$0.005200		
Paving:	Concrete	Origination Date			Houston Community College	\$0.100263		
Materials:	Brick/Wood	Due Date			City of Houston	\$0.586420		
# of Stories:	2	Interest Rate	3.75%		Harris County ID 6	\$0.125000		
Buildings:	1	Yield Maintenance*						
Units/Acre:	69.70	Transfer Fee			2017 Tax Rate/\$100	\$2.653563		
Open Parking:	9	MIP			2017 Tax Assessment	\$517,109		
Street Parking	Yes	Interest Only*						
Quality:	С	Prepayment penalty:	5.00%					
HCAD NRA Sq. Ft.	5,876	(declines 1% a year)						





PLEASE DO NOT VISIT THE SITE WITHOUT AN APPOINTMENT MADE THROUGH
THE BROKER.

PROPERTY HIGHLIGHTS

811 Colquitt Apartments is a 10 unit apartment building located at 811 Colquitt Street. It contains approximately 6,100 square feet of rentable area and was built in 1959. It is located in the Neartown-Montrose neighborhood. The asset is nestled in a quiet, established, residential neighborhood with an abundance of old oak trees and yesteryear charm.

Residents enjoy a shared laundry facility. There are 9 parking spaces as well as street parking. The units, which range in size from 750 sq. ft. to 1,295 sq. ft., have all tile floors. Electricity is separately metered and paid by the resident. The owner pays gas and water. Water bill is under protest and seller changing insurance out. There is no trash pick up, the property uses Individual residential containers

The tenant profile is predominately young professionals with income above the average Houston Metro income level. Residents enjoy close proximity to the University of St. Thomas, the Museum of Fine Arts, the Houston Museum of Natural Science, Rothko Chapel, the Houston Zoo, the Texas Medical Center and Downtown Houston.

The broker feels that an interior and exterior upgrade and implementing a RUBS could increase rental income.

Disclaimer: The information contained in this Memorandum reflects material from sources deemed to be reliable, including data such as operating statements, rent roll, etc. provided by the Owner. Notwithstanding, KET Enterprises Incorporated does not make any warranties about the information contained in this marketing package. Every prospective purchaser should verify the information and rely on his accountants or attorneys for legal and tax advice. This offer is "As-Is, Where-Is". Answers to specific inquiries will have to be supplied by the Owner and are available upon request. Rates of return vary daily. No representations are made concerning

	UNIT MIX JUNE 2018								
Unit	Туре	No. Units	Sq Ft	Total SqFt	Market Rent	Total Rent	Rent/SF		
	1 Bed/1 Bath	1	625	625	\$950	\$950	\$1.52		
	1 Bed/1 Bath	1	625	625	\$950	\$950	\$1.52		
	2 Bed/1 Bath	1	850	850	\$1,250	\$1,250	\$1.47		
	Studio	1	475	475	\$675	\$675	\$1.42		
	1 Bed/1 Bath	1	625	625	\$1,000	\$1,000	\$1.60		
	1 Bed/1 Bath	1	625	625	\$950	\$950	\$1.52		
	2 Bed/1 Bath	1	850	850	\$1,295	\$1,295	\$1.52		
	Studio	1	475	475	\$750	\$750	\$1.58		
	Studio	1	475	475	\$725	\$725	\$1.53		
	Studio	1	475	475	\$725	\$725	\$1.53		
		10	610	6,100	\$927	\$9,270	\$1.52		

Total Sq. Feet

Average Sq.

Source: 6/18 RR & Owner

Average

Rent/SF

Unit Mix



Total Units

811 Colquitt ● 811 Colquitt St. ● Houston, TX 77006

AREA COMMUNITY GARDEN

Total Rent

Average

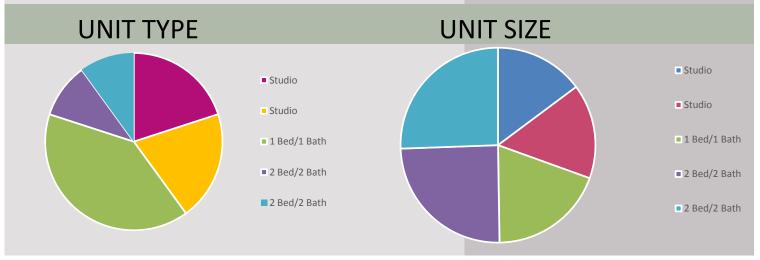
Rent/Unit

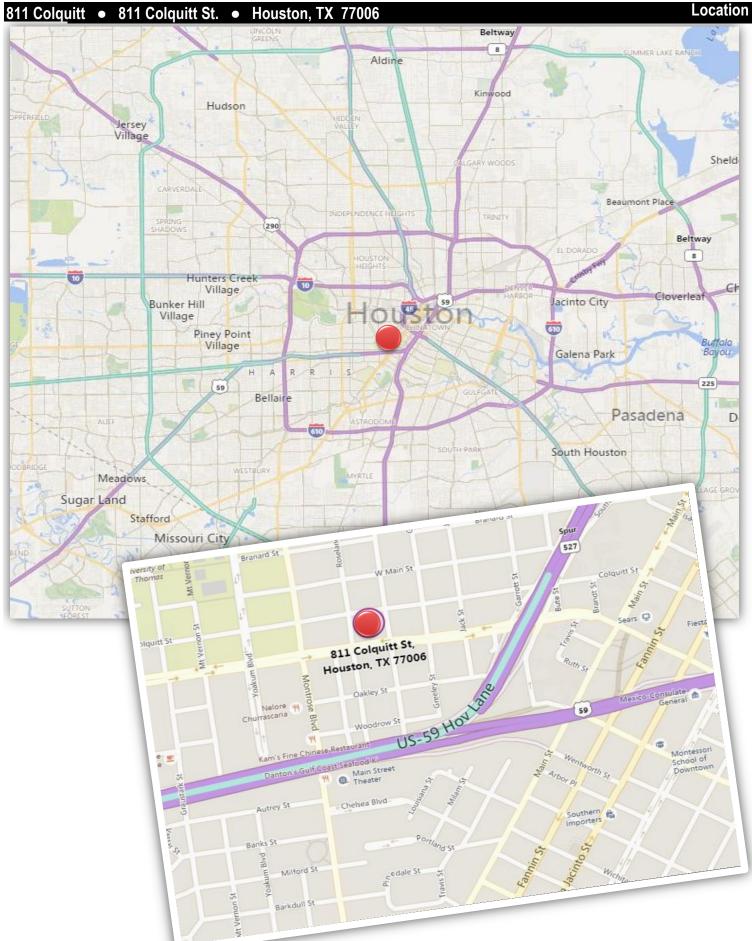


* Select Units

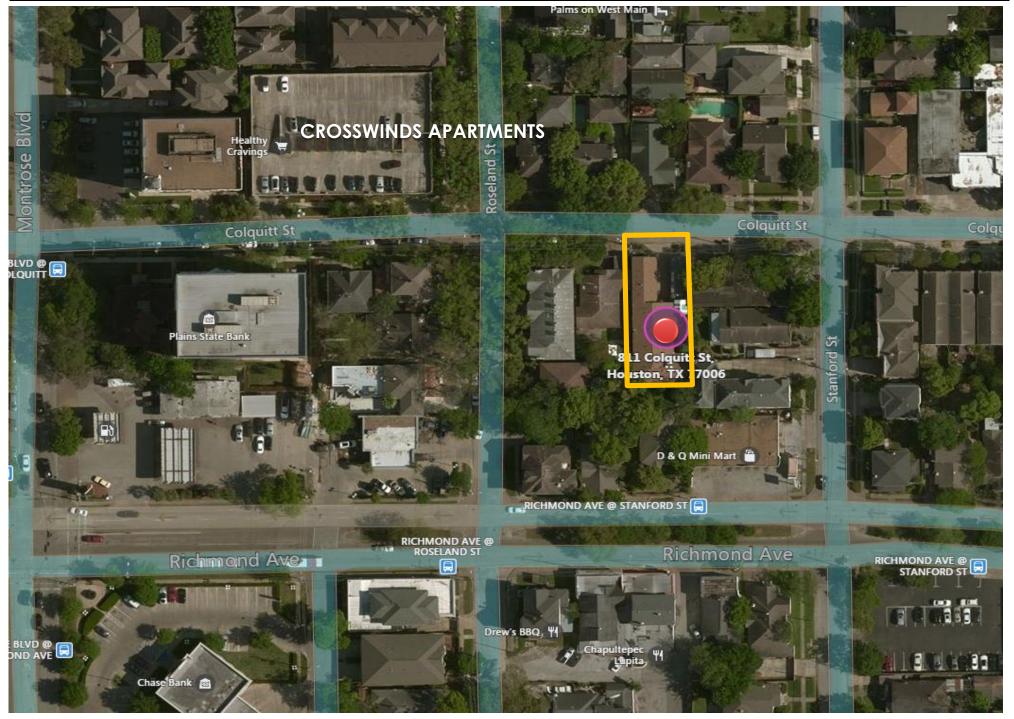
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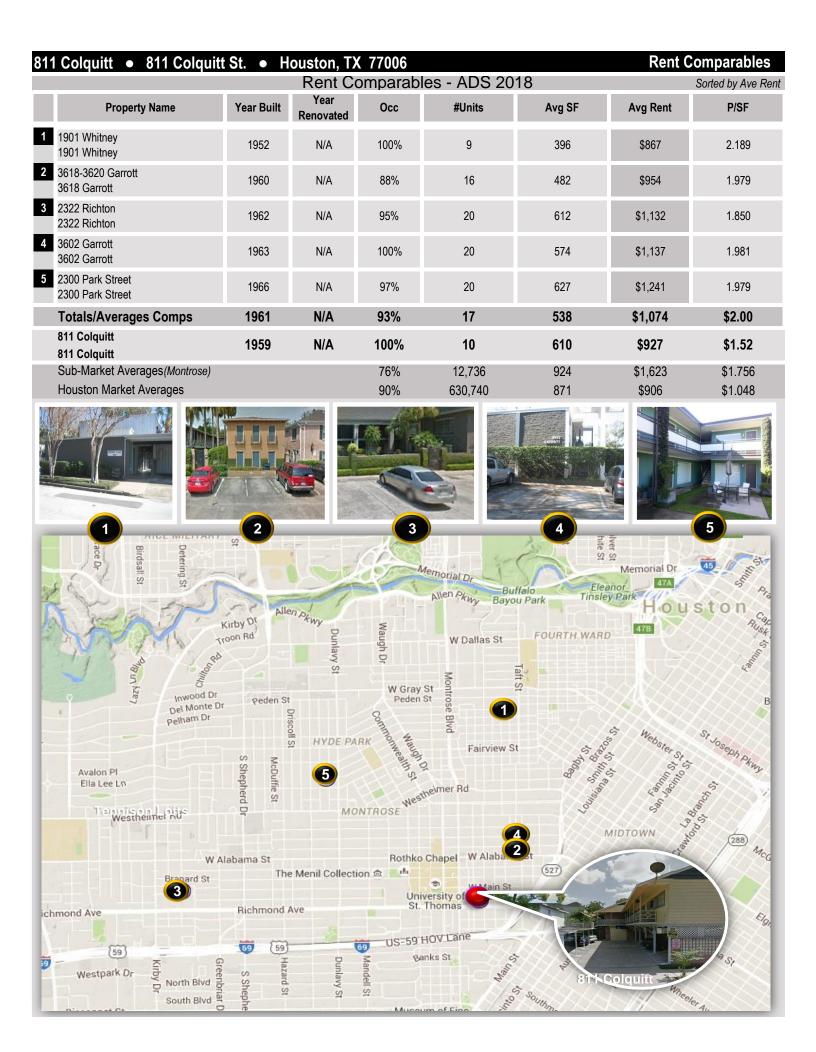
AVERAGES



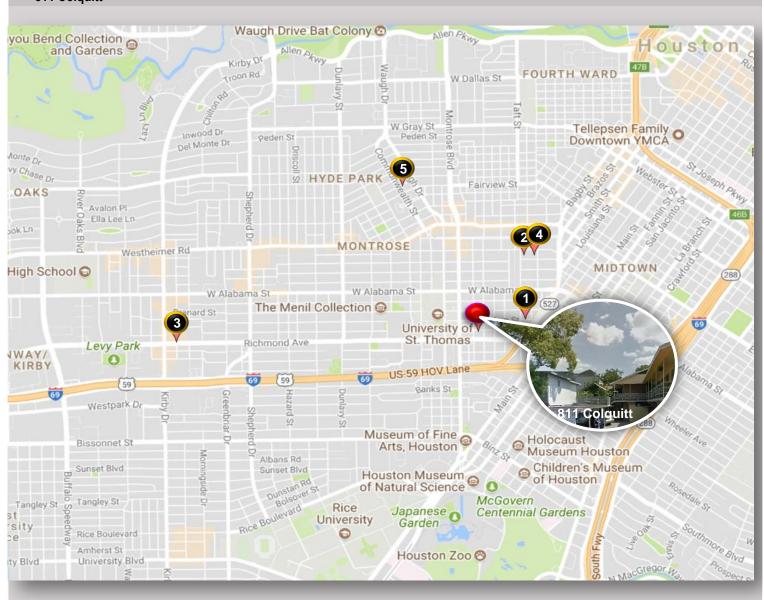


DIRECTIONS TO PROPERTY: From Downtown, take Milam St. going south toward U.S. 59. Take a right on Colquitt, the property is on the left.





		Sales Comparables					Sorted by Price/SF		
	Property Name	Date Sold	Price	Total Sq. Ft.	Units	Price/SF	Price/Unit	Built	
1	417 W Main 417 W Main	6/17	\$1,380,000	9,680	12	\$142.56	\$115,000	1955	
2	201 Emerson 201 Emerson	6/16	\$2,620,000	13,989	20	\$187.29	\$131,000	1961	
3	2300 Park 2300 Park	9/15	\$2,360,040	12,533	20	\$188.31	\$118,002	1966	
4	239 Emerson 239 Emerson	6/17	\$3,780,000	19,244	28	\$196.42	\$135,000	1965	
	2301 Commonwealth 2301 Commonwealth	6/17	\$3,000,000	12,540	24	\$239.23	\$125,000	1959	
	Totals/Averages Comps		\$2,628,008	13,597	21	\$190.76	\$124,800	1961	
	811 Colquitt 811 Colquitt		\$1,350,000	6,100	10	\$221.31	\$135,000	1959	



HOUSTON, TEXAS





REGION IN PERSPECTIVE

Fort Bend

Galveston

Brazoria

The City of Houston, the largest city in Texas and the fourth largest city in the United States, is located on the coastal prairies of southeast Texas and is home to a diverse array of industries and cultures. Houston is located in Harris County, the nation's third most populous county. The Houston region, officially designated as the Houston - Woodlands - Sugar Land Metropolitan Statistical Area (MSA), comprises Harris County and eight other counties: Austin, Brazoria, Chambers, Fort Bend, Galveston, Liberty, Montgomery, and Waller. The Houston MSA has a population of approximately 6,772,470 according to new U.S. Census Bureau estimates as of July 1, 2016. The nine county metropolitan area is the fifth-largest metropolitan area in the nation and covers 9,444 square miles. The most urbanized portions of the Houston area are in Harris County, the southern part of Montgomery County, and the eastern section of Fort Bend County. Houston is home to the tenth largest port in the world and is in close proximity to Mexico, a key trading partner. It has a temperate climate and an affordable cost of living.

Source: Greater Houston

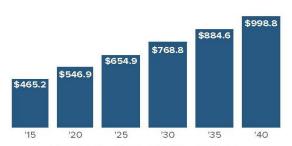


With a population of 2,303,482, according to estimates by the U.S. Census Bureau as of July 1, 2016, the population base includes a wide variety of racial and ethnic groups that give Houston a rich diversity and cosmopolitan feel. Among the nation's metropolitan areas, the Houston MSA ranked fourth in number of Hispanics (2,429,487), seventh in number of Blacks (1,122,767) and seventh in number of Asians (497,099), according to the Census Bureau's 2015 American Community Survey. Harris County covers 1,778 square miles, enough space to fit New York City, Philadelphia, Boston, Chicago, Seattle, Austin and Dallas, with room still to spare. At 655 square miles, the City of Houston is larger than six European countries, ranking just below Luxembourg and above Malta.

The City of Houston lies in three counties: Harris, Fort Bend and Montgomery. Harris County contains the bulk of the City of Houston with small portions of the city lying in Fort Bend and Montgomery counties. Houston is the county seat, or administrative center, of Harris County. Harris County contains all or part of 34 incorporated cities. The Houston Source: Greater Houston Partnership - Dec 2017

If the MSA were an independent nation its economy would rank 24th largest in the world, behind Taiwan (\$523.0 billion), but ahead of





Houston - The Woodlands - Sugarland MSA GDP forecast (\$ billions '09 constant dollars) Source: Perryman Group

\$192.2 billion

in trade was handled by the Houston-Galveston Customs Districts in '17

\$83.0 \$109.2 billion in imports (in '17)

■1000 Houston Firms Report Foreign Ownership

■5,000+ Houston Companies are doing Business Abroad

■90+ Nations have Consular Representation in Houston

 Houston has the 3rd Largest Foreign Representation in the Nation

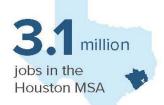
Source: Greater Houston Partnership - Dec 2017

Since the dramatic fall of oil prices that occurred in late 2014, Houston's economy slowed significantly and grew at a lesser pace in 2015, 2016 and 2017 than its' average annual rate. Even though Houston's economy saw accelerated growth in 2017, it was well below Houston's potential. Future growth forecasts are promising as local economists forecast about 45,000 jobs or slightly more in 2018 and expect that number to





GDP expected to more than double between '15 and '40



more jobs than 35 states

Service industries account for

4 out 5

workers in the region

The goods-producing sector accounts for nearly

1 in 5

of the region's jobs



Industry Share of Houston MSA Employment

21.0% Trade, Transportation, and Utilities

15.2% Professional and Business Services

12.9% Educational and Health Services

13.2% Government

10.6% Leisure and Hospitality

7.7% Manufacturing

7.0% Construction

3.4% Other Services

3.2% Finance and Insurance

2.9% Mining and Logging (Upstream Energy)

1.8% Real Estate and Rental and Leasing

1.0% Information

Source: Texas Workforce Commission

As the energy capital of the world, Houston was brought along on a roller coaster ride. Despite the tumult that occurred in energy, Houston still managed to produce job growth primarily in industries dependent on population growth (e.g., public education, health care, leisure and hospitality). Job losses occurred primarily in sectors that include Houston's economic base (e.g., oil and gas,



Houston has the largest export

- ■Port of Houston Ranks 1st in import tonnage for 26 straight years
- Port of Houston is the largest Gulf Coast container port
- Port of Houston ranks 2nd in total tonnage for 24 straight years
- •The Texas Medical Center is the world's largest medical complex with \$3 billion in construction projects under
- •The Texas Medical Center has 50 million

location and core strengths, including an expanding healthcare sector, cutting-edge medical advancements, technological breakthroughs across industries and strong import/export trade activity (No. 1 US port in foreign tonnage), uniquely position it to play a vital role in meeting national and global market demands. Houston has and will continue to stand as a leader among U.S. metros and the world.

Source: Greater Houston Partnership - Dec 2017

2018 Economic Forecast

Harvey, tax code changes may spur apartment demand

Houston's economy was jolted in August 2017 when Hurricane Harvey slammed the Texas Gulf Coast and dumped over 50 inches of rain over a three-day period. The event caused widespread flooding, destroying homes, businesses and infrastructure. Further, the historical rainfall totals caused supply chain interruptions, halted distribution logistics and shut down the Port of Houston, manufacturing plants and retail stores for at least a week. Houston area retail spending rose the week leading up to the event and then plummeted 58.7% the week after. The good news is that Houston's resiliency lead to an uptick in consumer spending within weeks after the event, mostly caused by area residents purchasing

eplacement items damaged by the Houston Landlords are Bullish

Source: Houston Chronicle 1/24/18

Houston apartment landlords are bullish going into the new year amid an improving job market, lower supply pipeline and a post-Harvey environment in which many Houstonians flooded out of their homes are likely to remain renters.

- •"The numbers of people moving back to homes is going to be much less than anticipated," multifamily analyst Bruce McClenny said Wednesday morning at an annual meeting of the Houston Apartment Association.
- McClenny estimates about 19,000 units were leased as a result of the devastating August hurricane. Several thousand could stay in apartments.
- •A healthier job market in 2018 will bolster demand for rentals.
- •When the price of oil was \$52 a barrel, Patrick Jankowski, senior vice president of research for the Greater Houston Partnership, forecast 45,500 jobs would be created this year. It closed Wednesday at \$65.61. "If oil prices stay above \$60 for two quarters, my forecast will be low," he said at the Galleria-area industry event.
- •Camden Property Trust recently started construction on an apartment tower downtown after it had been delayed during the energy downturn. The company's CEO said Wednesday that



- •"When you double the standard deduction and limit mortgage deduction ... you have shifted the incentives for owning a home versus renting," Ric Campo said. "Doubling that creates more income for our residents."
- •Local apartment rents could grow as much as 2 percent this year, said McClenny, president of ApartmentData.com.
- •Despite low oil prices and an oversupply of rental units the last few years, the market fared reasonably well, said Cyrus Bahrami of Alliance Residential. "We didn't have a lot of foreclosures. We structured our deals better, with less leverage," Bahrami said, referring to the industry as a whole.
- •The market hit bottom in 2016 and began to turn around last year.
- •The hurricane damaged some 15,662 units and by year's end landlords saw an annual average of \$42 in rent growth as thousands of flooded homeowners leased apartments, McClenny said.

"We saw the concessions go away," said landlord John

"When you double the standard deduction and limit mortgage deduction ... you have shifted the incentives for owning a home versus renting," Ric Campo said. "Doubling that creates more income for our residents."

Demand Surge Puts Houston on Top in 4Q 2017

Houston was the nation's leader for apartment demand in the 4th quarter 2017 as a flurry of leasing activity following Hurricane Harvey drove up the metro's overall numbers. The big surge in demand provided a shot in the arm to an apartment market which had struggled over the past two years.

The number of occupied units in the Houston metro jumped by 13,755 in the final three months of 2017. Houston's demand figure was nearly three times that of the nation!'s #2 metro, Dallas, which absorbed 4,715 units in the quarter.

Houston's elevated demand volumnes at the end of 2017 were bolstered by displaced residents turning to apartments for alterntive housing. Coupled with the changes to the tax laws the incentive for home ownership in the 25 to 40 year age group has lost the appeal it once had. Millinials are increasingly lured by apartment living that gives them more

IN SUMMARY

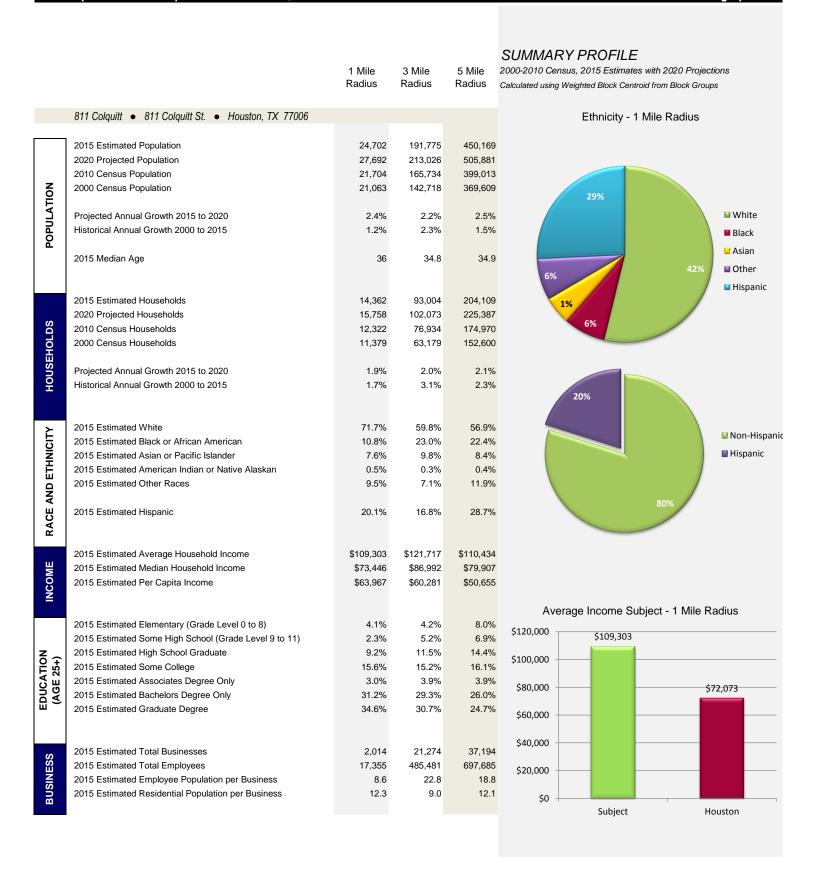
The storm passed, businesses reopened, employees returned to work, and recovery efforts were underway. Houstonians started rebuilding their homes and replacing storm-damaged furniture and clothing. Families living in hotels and households without kitchens ate at local restaurants and cafés. Businesses took on contract workers to help with the cleanup. And wholesalers filled their warehouses and added to their payrolls to better serve the growing retail and construction trade.

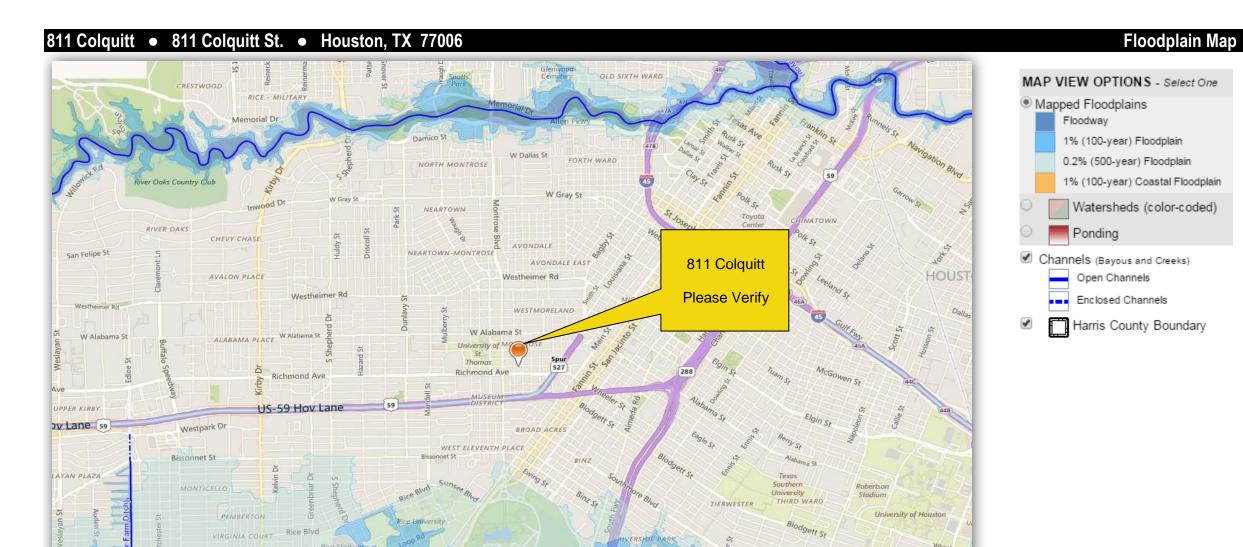
Q4/17 proved to be the best fourth quarter on record for overall job growth in Houston. The region added 66,200 jobs the last three months of the year. 3 Construction, retail, restaurants, wholesale trade and employment services set records for job growth in the quarter. Granted, some of the Q4 job growth resulted from hiring that didn't occur in September being rolled into October. But even if one subtracts anticipated September growth (10,000 jobs) from Q4/17, the region experienced its second best quarter on record.

Source: Greater Houston Partnership March 2018

The Long-Term Outlook

The Perryman Group, a Texas-based economic and financial analysis firm, recently released its latest GDP, population and employment forecasts. The group expects the Houston metro area's GDP to grow at a compound annual growth rate (CAGR) of 3.1 percent from '15 to '40 and reach \$998.8 billion in '40. The fastest growing sectors during this period are projected to be in management of companies and enterprises (4.3 percent CAGR), administrative and support and waste management (4.0 percent), and health care and social assistance (3.9 percent). Houston will continue to account for approximately 30 percent of the state's GDP throughout the forecast period. The Perryman Group expects Texas' GDP to grow at an annual rate of 3.2 percent from '15 to '40, outpacing the U.S. rate of 2.7 percent. The firm sees Houston's population growing at a CAGR of 1.6 percent from '15 to '40, reaching 9.9 million in '40. Wage and salary employment is expected to increase 1.7 percent annually to 4.7 million in '40. The Houston metro area is forecasted to add 3.3 million residents and an additional 1.6 million jobs during this period, accounting for 28.0 percenters are also an additional 1.6 million jobs during this period, accounting for 28.0 percenters are also an additional 1.6 million jobs during this period, accounting for 28.0 percenters are also an additional 1.6 million jobs during this period, accounting for 28.0 percenters are also and a data and a data and a data and 1.6 million jobs during this period, accounting for 28.0 percenters are also and a data and a da







Vest University Pl

UNNINGHAM TERRAGE

W Holcombe Blvd

DISCLAIMER: The Harris County Flood Control District's Flood Education Mapping Tool is for general information purposes only and may not be suitable for legal, engineering or surveying purposes. The floodplains shown on this mapping tool are those delineated on the Federal Emergency Management Agency's (FEMA) effective Flood Insurance Rate Map (FIRM or floodplain map) for Harris County that was adopted in 2007, as well as updates that have been made through a Letter of Map Revision (LOMR) since 2007. This mapping tool is not an effective FIRM. The effective FIRM is produced, maintained and published by FEMA and not by the Harris County Flood Control District. Please visit FEMA's Map Service Center at www.msc.fema.gov to view the effective FIRM for Harris County. For an official floodplain determination, please contact an insurance agent or mortgage lender. This map is a representation and approximation of the relative location of geographic information, land marks and physical addresses.

OAK MANOR

TERRACE

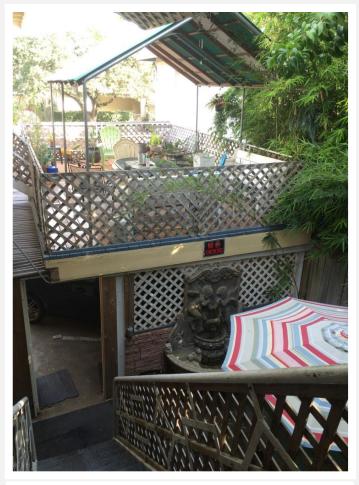


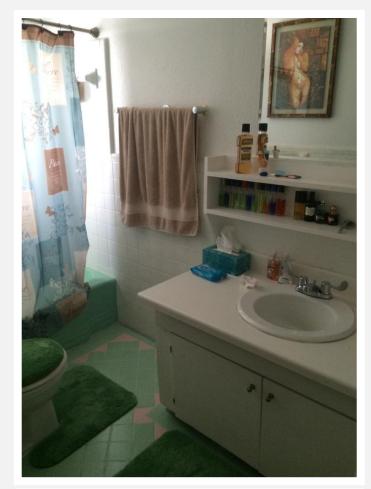


























Information About Brokerage Services

EQUAL HOUSING OPPORTUNITY

11-2-2015

Texas law requires all real estate license holders to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

TYPES OF REAL ESTATE LICENSE HOLDERS:

- A BROKER is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- A SALES AGENT must be sponsored by a broker and works with clients on behalf of the broker.

A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):

- Put the interests of the client above all others, including the broker's own interests;
- · Inform the client of any material information about the property or transaction received by the broker;
- · Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly.

A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

AS AGENT FOR OWNER (SELLER/LANDLORD): The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent or subagent by the buyer or buyer's agent.

AS AGENT FOR BUYER/TENANT: The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent.

AS AGENT FOR BOTH - INTERMEDIARY: To act as an intermediary between the parties the broker must first obtain the written agreement of *each party* to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:
 - o that the owner will accept a price less than the written asking price;
 - o that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
 - o any confidential information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

AS SUBAGENT: A license holder acts as a subagent when aiding a buyer in a transaction without an agreement to represent the buyer. A subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first.

TO AVOID DISPUTES, ALL AGREEMENTS BETWEEN YOU AND A BROKER SHOULD BE IN WRITING AND CLEARLY ESTABLISH:

- The broker's duties and responsibilities to you, and your obligations under the representation agreement.
- Who will pay the broker for services provided to you, when payment will be made and how the payment will be calculated.

LICENSE HOLDER CONTACT INFORMATION: This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

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Designated Broker of Firm	License No.	Email	Phone
N/A	N/A	N/A	N/A
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
N/A	N/A	N/A	N/A
Sales Agent/Associate's Name	License No.	Email	Phone
Buyer/Ten	ant/Seller/Landloi	rd Initials Date	