

**May 8, 2021**

**Letter of recommendation**

**To Whom It May Concern:**

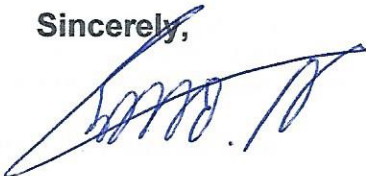
This letter is to confirm that **Heidi Richards** is managing my properties in Port Huron Michigan and providing me Real Estate services to my full satisfaction.

Heidi Richards provided me with the following services but limited to:

- Excellent communication skills.
- Conduct periodic inspection of each property to find out any necessary damages or repairs.
- Full occupancy during a key economic downsize
- Coordinate and communicate well with tenants.
- Resolve any issue raised with the City of Port Huron inspection department.
- Establishes and maintains resident account information, adjust and monitor rent payments, prepare and make a monthly report.
- Oversees compliance with local, state laws pertaining to the industry.
- Performs evictions in accordance with local laws for primary property
- Managed sub-contractors for any required repairs including roof, window, plumbing, painting etc.
- Source and acquire new tenants by advertising vacancies and obtaining referrals from tenants.
- Conduct property tours for prospective tenants, explained advantages of location and services
- Enforced occupancy policies; contacted tenants in violation of policies to resolve violations
- Source and select contractors to perform necessary maintenance or repairs.
- Maintain a comprehensive system of records, books, accounts, and payment information.

To summarize, I am recommending Heidi Richards to any one that is looking for knowledgeable, qualify, honest and reliable person to manage his/ her properties or for purchasing any property in East Michigan area.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Arie Goel', written over a horizontal line.

**Arie Goel**