

Read the following instructions very carefully before you begin this assignment.

- The document on the reverse of this sheet is full of errors. Proofread the document and make all necessary corrections to the document using proofreaders' marks per your *Gregg* #1206.
- Use BLUE pen for your proofreading marks
- Punctuation changes are not required – but changes may be necessary to plurals, possessives, and apostrophes.
- Open a Microsoft Office Word document. Add a header with your name, section number, and due date on the right hand side. Type the document with all corrections. Proofread carefully.
- The 4 keyed paragraphs should be 12 pt font and New Times Roman, and double-spaced.
- The title of your document should be **APARTMENT COMPLEX** typed all caps, bold, 14 pt, centered.
- Upload the edited, corrected "Apartment Complex" with the proofreading marks AND the typed document with all the corrections. Total 2 pages to hand in.
- Class Assignment #1 has a 5% value of your semester mark. See your Course Outline.
- ***Late assignments are not accepted and is due at the beginning of the class.***

APARTMENT COMPLEX

Please send me more information about your companys managment service for apartment owners'. This letter ourlines some questions I would like answers to.

What are your fees to manage an apart ment complex with six unit? Do you take care of renting the units when they become vacant? What percentage of all renters payments do you keep?

Will you enforce a list of do's and dont's that the owner provides? Do you require the last months rent in advance? do you maintain lawyers to handle legal problems?

Its now my responsibility to care for my father-in-laws six-unit apartment complex in Don Mills. This complex is 23 years old with all units occupied, although we expect to have two vacancys in April. Your firms management services' maybe exactly what I need since I do not live near the apartment complex. Please respond to my questions before march 1 so that I may evaluate the pro's and con's of your services.