

Tuesday, July 30, 2024

Mrs Angela Ajufoh  
No 5 Rachael Nwangwu Close,  
Off Ladipo Omotesho Cole Street  
Lekki Phase 1, Lekki  
Lagos.

Dear ma,

**Management Letter for the Detached Duplex and appurtenances Located at  
No 5 Rachael Nwangwu Close, Off Ladipo Omotesho Cole Street, Lekki Phase  
1, Lekki, Lagos.**

GOplug realty is a real estate firm that provides the following services,

- property management
- facility management
- property valuation
- property sales, lettings
- interior design and construction
- and general real estate consultation

This is a formal letter to express our gratitude towards your intention to let us manage the subject property,

**OUR DUTIES (GOPLUG REALTY)**

- Property marketing (putting the property to the market when there are vacancies)
- Property management and maintenance
- Annual rent collection follow up, evictions etc.

### **THE LANDLADY'S DUTIES**

- Payment of 5% of annual rental income as management fee
- Provision of all necessary information for easy management
- Payment of all Landowners expenses (service charge)

A signed copy of this letter will be needed to commence management.

Thank you even as we await your prompt response and action in this regard.

Truly yours

**GOPLUG REALTY.**



ADEJO MARTINS, BTech (Est. Mgt)

**MRS ANGELA  
AJUFOH**

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**DATE:**

**GOPLUG**  
REALTY

