

Double Duty Money Management LLC

Form CRS – Client Relationship Summary

March 29, 2024

Item 1 – Introduction

Double Duty Money Management LLC (“Double Duty” or the “Company” or the “Firm” or “we” or “us”) is registered with the U.S. Securities and Exchange Commission (“SEC”) as an investment adviser. Brokerage and investment advisory services and fees differ, and it is important for you to understand these differences. You can conduct research on firms and financial professionals at www.investor.gov/CRS, which provides free and simple tools and educational materials for you.

Item 2 – What types of investment services and advice can you provide me?

Double Duty provides discretionary investment management services to institutions and high net worth individuals through separately managed accounts. Double Duty does not provide discretionary investment management services to external retail clients at this time. The only individuals Double Duty provides advisory services to are employees of the firm and high net worth individuals.

You will be required to meet certain criteria for us to manage your account, including satisfying a minimum account size as disclosed in our Form ADV brochure. Pursuant to a written agreement we enter into with you, we will decide which investments to buy or sell for your account. Client assets are managed on a discretionary basis, which means we do not need to call you when buying or selling in your account. We generally do not tailor our investment strategies and/or services to your individual needs. Clients must determine whether Double Duty’s investment strategies, methodologies, objectives and investment risks are suitable for them. Pursuant to a written agreement that we enter into with you, Double Duty may allow clients to request reasonable investment restrictions through specific investment guidelines.

As part of our standard services, client accounts are monitored on a regular and continuous basis to confirm adherence to, among other things, the objectives and guidelines applicable to such accounts.

Additional information about our advisory services is located in Items 4 and 7 of our Form ADV Brochure which is available upon request or online at <https://adviserinfo.sec.gov/>.

Questions to Ask Us:

- *Given my financial situation, should I choose an investment advisory service? Why or why not?*
- *How will you choose investments to recommend to me?*
- *What is your relevant experience, including your licenses, education and other qualifications? What do these qualifications mean?*

Item 3 – What fees and costs will I pay?

Fees and costs affect the value of your account over time. We charge an asset-based management fee, calculated as a percentage of your assets under management (which assets include cash and cash equivalents), as set forth in your applicable written agreement with us. The standard fee schedule for each strategy is disclosed in our Form ADV brochure, although fees for some clients may differ from the standard fee schedule. Asset-based management fees are typically billed and paid quarterly in arrears, based on the market value of the assets, as reasonably determined by us.

We have an incentive to encourage you to increase the assets in your account because we earn more as your account assets increase. The fees charged by us may be greater than fees charged by other investment managers for similar portfolio management services.

You will also incur other fees and costs. The custodian that holds your assets can also charge account fees and transaction fees when we buy or sell investments for you. These fees are in addition to our advisory fee. **You will pay fees and costs whether you make or lose money on your investments. Fees and costs will reduce any amount of money you make on your investments over time. Please make sure you understand what fees and costs you are paying.**

Additional information about our fees is located in Item 5 of our Form ADV Brochure, which is available upon request or online at <https://adviserinfo.sec.gov/>.

Questions to Ask Us:

- *Help me understand how these fees and costs will affect my investments. If I give you \$10,000 to invest, how much will go to fees and costs and how much will be invested for me?*

What are your legal obligations to me when acting as my investment adviser? How does your firm make money and what conflicts of interest do you have?

When we act as your investment adviser, we have to act in your best interest and not put our interest ahead of yours. At the same time, the way we make money creates some conflicts with your interests. You should understand and ask us about these conflicts, because they can affect the investment advice we provide you.

Here are some examples to help you understand what this means:

- Double Duty provides investment management services through various investment strategies, which may charge different fees. This gives rise to conflicts of interest since we may have an incentive to favor certain accounts that pay higher fees, over other accounts that pay lower fees.

This is one example of a conflict of interest. Additional information about our conflicts of interest can be found in Items 6, 11, and 12 of our Form ADV Brochure which is available upon request or online at <https://adviserinfo.sec.gov/>.

Questions to Ask Us:

- *How might your conflicts of interest affect me, and how will you address them?*

How do your financial professionals make money?

Our financial professionals typically earn a regular salary, and may be eligible for other forms of compensation such as discretionary bonuses, based on their individual performance and contributions, and the success of the firm.

Item 4 – Do you or your financial professionals have legal or disciplinary history?

No, our firm and/or financial professionals do not have any legal or disciplinary history. Visit <https://Investor.gov/CRS> for a free and simple search tool to research our firm and our financial professionals.

Questions to Ask Us:

- *As a financial professional, do you have any disciplinary history? If so, for what type of conduct?*

Item 5 – Additional Information

You can find additional information about our firm's investment advisory services on the SEC's website at <https://adviserinfo.sec.gov/>. You may also contact our firm at 212-408-1754 to request a copy of this relationship summary, our Form ADV brochure, and other up-to-date information.

Questions to Ask Us:

- *Who is my primary contact person?*
- *Is he or she a representative of an investment adviser or a broker-dealer?*
- *Who can I talk to if I have concerns about how this person is treating me?*