

Services	Fees	What's Included
Initial management Fee Re-Rental Fee	\$475.00 \$450.00	Management outlook of services: <ul style="list-style-type: none"> - Initial Rental property meeting/inspection - Advertisement generation (Flyers, pictures, internet postings, website)** - Tenant outsourcing/placement - Year round monitoring of your rental property - Personal, prompt and courteous service - Flexible availability hours (In and out of the office) - Full screening of all prospective tenants - All paperwork preparation (Lease, tenant folder, legal documents)
Tenant Placement	Included in Initial management fee/re-rental fee	Tenant Placement: <ul style="list-style-type: none"> - Conduct a thorough marketing walk-thru - Collaboration with you to ensure your rental is ready to rent - Place marketing sign on property* - Pre-screen and meet all prospective tenants - Show your rental property to prospective tenants - Conduct thorough screening and background checks of all applicants - Secure signed lease and issues keys to tenant - Full inspections of property with thorough written inspection sheets
Property Management	8% of rent collected	During Tenancy: <ul style="list-style-type: none"> - Manage and reconcile account balances - Receive and input monthly rent - Property inspections/drive bys - Personal service throughout the rental process - Enforce all provisions of lease agreement, including but not limited to:" <ol style="list-style-type: none"> 1) Collect late/outstanding balances and late fees 2) Manage the eviction process (if needed*) 3) Manage all other lease violations* 4) Manage requests for preventative maintenance and repairs* 5) 24 hour maintenance line Tenant Move-out: <ul style="list-style-type: none"> - Collect keys from tenants - Perform move- out walk-thru - Manage property turnover, cleaning, repairs* - Reconcile tenant ledge and issue close-out statement to tenant

This overview is not intended to serve as or replace a management contract

* Some specific or additional services may result in additional expense to either owner or tenant.

** Owner is still responsible for cost shared advertising or individual ads base on individual circumstances