



"Hitting It Out of the Park For You!"

Leasing Fee:

One half of one full month's rent (minimum \$500 Leasing Fee) includes:

- Evaluating and Preparing Property for tenant showing and occupancy
- Ensuring that property meets all mandatory state laws and regulations
- Online advertising with photos
- Professional "For Rent" sign with direct number
- Showing property to potential tenants
- Full and complete applicant screening
- Custom rental agreement covering all aspects of tenant relationship
- Inclusion of all necessary disclosures, addendums, and tenant expectations, including move-in inspection
- All forms comply with all state and federal laws
- Collection of one full month's rent and deposit from tenant
- Detailed property inspection at tenant move in
- Digital pictures of property at move-in for your protection

Monthly Management Fee:

\$85 a month includes everything listed above plus:

- Monthly rent collection
- Tenant provided with a 24-hour, 7 days a week emergency number
- Regular drive by inspections
- "Drop-in" visits conducted at least annually to check smoke detector batteries, HVAC filters, gutters, any leaks, etc.
Laws require giving the tenant a right to privacy and 24 hour written notice to enter premises
- Coordination of any repairs or maintenance needed
- Estimates obtained for your approval on any repair over \$300
- Independent contractors who are instructed to document any negligence or abuse that the tenant is responsible for.
- Filing and coordination of any eviction process necessary
- Detailed monthly statement mailed with owner's check
- Year end summary statement and 1099 for your taxes
- Comparative Market Analysis (CMA) and rent analysis update at your request

Other Costs:

- \$300 reserve requirement to be left in account at all times
- \$500 startup advance for vacant properties required for actual expenses to prepare the property for marketing and advertising
any unused portion is used to fund owner's \$300 repair reserve
- Legal costs incurred related to eviction or tenant breach of contract.
- Paid Web advertising at a rate of \$49/month, if required
- Print advertising if requested by owner