



Services	Fees	What's Included
Initial Management Fee	\$0.00	Management Outlook of Services: <ul style="list-style-type: none"> - Initial rental property meeting/inspection - Advertisement generation (pictures, internet postings, website) - Tenant outsourcing/placement (Owner has final approval)
Re-Rental Fee	Half of first month's rent	<ul style="list-style-type: none"> - Yearly inspections of your rental property - Flexible availability hours (in and out of the office) - Full, comprehensive screening of all prospective tenants - All paperwork preparation (lease, tenant, folder, legal documents)
Tenant Placement	Included with Re-Rental, and no additional fee	Tenant Placement: <ul style="list-style-type: none"> - Conduct a thorough marketing walk-through - 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	10% of rent collected	During Tenancy: <ul style="list-style-type: none"> - Manage and reconcile account balances - Receive and input monthly rent - Property inspections - 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 emergency maintenance line
		Tenant Move-Out: <ul style="list-style-type: none"> - Collect keys from tenants - Perform move-out walk-through with detailed photos - Manage property turnover, cleaning, repairs** - Reconcile tenant ledger 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.

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