



Property Management LLC

Services	Fees	What's Included
<b>Initial Management Fee</b>	<b>\$0.00</b>	<p><b>Management Outlook of Services:</b></p> <ul style="list-style-type: none"> <li>- Initial rental property meeting/inspection</li> <li>- Advertisement generation (pictures, internet postings, website)</li> <li>- Tenant outsourcing/placement (Owner has final approval)</li> </ul>
<b>Re-Rental Fee</b>	<b>Half of first month's rent</b>	<ul style="list-style-type: none"> <li>- Yearly inspections of your rental property</li> <li>- Flexible availability hours (in and out of the office)</li> <li>- Full, comprehensive screening of all prospective tenants</li> <li>- All paperwork preparation (lease, tenant, folder, legal documents)</li> </ul>
<b>Tenant Placement</b>	<b>Included with Re-Rental, and no additional fee</b>	<p><b>Tenant Placement:</b></p> <ul style="list-style-type: none"> <li>- Conduct a thorough marketing walk-through</li> <li>- Collaboration with you to ensure your rental is ready to rent</li> <li>- Place marketing sign on property**</li> <li>- Pre-screen and meet all prospective tenants</li> <li>- Show your rental property to prospective tenants</li> <li>- Conduct thorough screening and background checks of all applicants</li> <li>- Secure signed lease and issues keys to tenant</li> <li>- Full inspections of property with thorough written inspection sheets</li> </ul>
<b>Property Management</b>	<b>10% of rent collected</b>	<p><b>During Tenancy:</b></p> <ul style="list-style-type: none"> <li>- Manage and reconcile account balances</li> <li>- Receive and input monthly rent</li> <li>- Property inspections</li> <li>- Personal service throughout the rental process</li> <li>- Enforce all provisions of lease agreement including, but not limited to:             <ol style="list-style-type: none"> <li>1) Collect late/outstanding balances and late fees</li> <li>2) Manage the eviction process (if needed**)</li> <li>3) Manage all other lease violations**</li> <li>4) Manage requests for preventative maintenance and repairs**</li> <li>5) 24 hour emergency maintenance line</li> </ol> </li> </ul> <p><b>Tenant Move-Out:</b></p> <ul style="list-style-type: none"> <li>- Collect keys from tenants</li> <li>- Perform move-out walk-through with detailed photos</li> <li>- Manage property turnover, cleaning, repairs**</li> <li>- Reconcile tenant ledger and issue close-out statement to tenant</li> </ul>
<b>This overview is not intended to serve as, or replace, a management contract</b>		
**Some specific or additional services may result in additional expense to either owner or tenant.		
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