



Services	Fees	What's Included
<b>Initial Management Fee</b>	<b>\$579.00</b>	<b>Management Outlook of Services:</b> - Initial rental property meeting/inspection - Advertisement generation (flyers, pictures, internet postings, website)* - Tenant outsourcing/placement - Year-round monitoring of your rental property - Flexible availability hours (in and out of the office) - Full screening of all prospective tenants - All paperwork preparation (lease, tenant, folder, legal documents)
<b>Re-Rental Fee</b>	<b>\$500.00</b>	
<b>Tenant Placement</b>	<b>Included in Initial Management Fee/Re-Rental Fee</b>	<b>Tenant Placement:</b> - 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
<b>Property Management</b>	<b>9% of rent collected</b>	<b>During Tenancy:</b> - 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: 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
		<b>Tenant Move-Out:</b> - Collect keys from tenants - Perform move-out walk-through - Manage property turnover, cleaning, repairs** - Reconcile tenant ledger and issue close-out statement to tenant
<b>This overview is not intended to serve as, or replace, a management contract</b>		
*Owner is still responsible for cost shared advertising or individual ads based on individual circumstances. **Some specific or additional services may result in additional expense to either owner or tenant.		
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