



PROPERTY MANAGEMENT FEE'S & SERVICES

COMPENSATION OUTLINE

- \$200.00 One time set-up fee (per building for a single family homes, \$250 for multi-family, \$100 each additional)
- 10% monthly service fee (based on monthly rents)
- Rental commission - equal to one months rent (payable at lease signing).

STANDARD SERVICES INCLUDE

(Customizable, we can do as little or as much as you like)

- Advertising & Marketing of vacant properties
- Tenant screening (credit, employment, income & reference check)
- Leases
- Rent collection
- Automated online rent payment option for tenants
- Monthly exterior and common area inspections
- Direct deposit set-up for landlords
- Mortgage & homeowner's insurance payments (paid from collected rent)
- Tax payments (if taxes are not escrowed)
- Accounting/Recording
- Maintenance/Repairs *
- Lease expiration inspections
- Evictions*
- Apartment clean-out *
- Cleaning services * (typical preoccupancy cleaning included)
- Lawn care and snow removal *

Services followed by an asterisk (*) are services that if needed, we would supply you with an estimate. Upon your approval of the price, you would authorize the work and issue a check for payment prior to the work being done. Or, funds would be deducted from the operating account from the rent roll.