



PROPERTY MANAGEMENT FEE'S & SERVICES

FLAT FEE & PERCENTAGE FEE

\$200.00 One time set-up fee (per building for a Single Family Homes)

10% Monthly Service Fee (per apartment based on monthly rent)

Monthly service fee is commission based. We only get paid when apartments are occupied,

Except when:

an apartment is vacant at time of signing a new *Property Management Agreement*. Broker is then paid a commission equal to one (1) months rent. Payable at lease signing between landlord and tenant.

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
- Apartment Clean-Out *
- Cleaning Services *

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.

ROBIN L. DENNARD, NYS LICENSED REAL ESTATE BROKER
53 Market Street, 1st floor, Suite 202, Poughkeepsie, NY 12601
C: 845.216.9950 | F: 866.370.4510 | E: rdennard22@aol.com