



## Professional Management Services

*The following services are offered either as selective, (ala carte) services or packaged in Option's Full Service, "Exclusive Property Management Agreement."*

**Philosophy** Option strives to provide reasonably priced management services in order to effectively manage risk and maximize return for Owner/Investors. Option will remain selective, dynamic, transparent, and proactive in all facets of leasing and managing properties. Option will apply necessary resources and ensure realistic expectations are set and realized for clients, customers, vendors, and employees.

**Leasing Service** Option will lease properties, including the implementation of an effective and comprehensive marketing program and aggressive pre-screening and showings of properties by licensed Real Estate Agents. Advertising efforts include signage, property specific phone recordings, various web listings, and appropriate paper mediums.

**Application Processing** Option RESI will process tenant applications by a 3<sup>rd</sup> party professional/regional credit agency, and make a good-faith effort to check and verify references.

**Lease Agreements** A comprehensive and current lease agreement has been created and regularly reviewed for compliance by one of Kansas City's top Law Firms. Option will provide and execute lease agreements on the owner's behalf.

**Inventory/Move in/Move out Inspection** Option RESI will perform an inventory of Property and provide copies of said inventory with Tenant and Owner respectively.

**Maintenance/Get Ready/Project Management** Option will provide support and/or perform maintenance services for Owner on an "as-needed" basis. Owners may elect to utilize Option's resources for work/improvements to the property. Owner retains the privilege of registering themselves or agent(s) as maintenance providers and/or set financial constraints on work orders.

**Utility Service** Option will manage utilities for a property per the terms of the "Utility Service Agreement." Owner deposits may be necessary.

**Emergency Maintenance** Option will handle emergency calls on the weekend and after-hours; taking effective measure to reduce costs whenever possible.

**Collection & Disbursement of Rents and Security Deposits** Option will handle the collection of rents and disbursement of owners proceeds in a timely manner (on or before the 15<sup>th</sup> of each month).

**Simple Accounting Practices** Option utilizes simple accounting software to deliver clear and concise statements to owners. A current statement is provided with the delivery of any monies.

### Fee Structure

**Residential Management Fees** For residential units (1-4 units) the "**monthly management fee**" is applied as 8% of Gross Monthly Rents Collected. A "**leasing fee**" equal to 75% of the monthly base rent is earned for the procurement of an approved tenant.

**Commercial Property Management Fees** Option Management Services are necessarily tailored to fit the specific needs of the Owner and Property, therefore completely negotiable.

**Consultation, Reports & Forms** Option will perform the following services: *Financial Forecasting, Rental Market Analysis, Market Statistics, Provide Certified Contracts, Comparative Market Analysis, Investment Planning, Portfolio & Financial Analysis, Broker Price Opinions*; for an agreed upon consultation fee.

Patrick Manza-Principal  
Chris Tierney-Principal  
Scott Hannah-Director of Leasing

[www.optionresi.com](http://www.optionresi.com)

Phone: (913) 851-7816 Fax: (913) 602-8852  
7912 Floyd, Overland Park, Ks 66204