



Rental & Property Management Options

Swann & Associates offers 2 different services for your rental needs. Please take a moment to look at these services and contact us with your choice. We will then forward on to you the appropriate paperwork.

PROPERTY MANAGEMENT

- Advertise the property for rent in the MLS, local real estate classified paper, placement of yard sign
- Place lock box on property for showings by other REALTORS®
- Cooperate with other REALTORS®
- Show the property to qualified prospects
- Run credit and background checks on potential Tenants and review with you
- Complete the lease agreement, collect monies & signatures
- Distribute fully executed documents to all parties
- Deliver keys, remotes, etc. to Tenants on move in day
- Complete a walk through inspection at start and termination of lease, with the Tenant.
- Open an account in your name, with our Broker being the signer on the account. Rental monies will be collected and forwarded to you along with a reconciled account statement on a monthly basis
- Handle all Tenant concerns
- Keep extra keys at our office for emergencies
- Meet workers and vendors at property for deliveries and repairs for a fee of 10% of the total cost of the job
- Pay bills for you (Mortgage, HOA, taxes etc.) with money collected, if desired

The fee to manage the property and Tenant relations is 10% of the gross rents (monthly). Securing a Tenant is 75% of one (1) month's rent, and the renewal of an existing Tenant is 37.5% of one (1) month's rent.

SECURING A TENANT

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Our fee for the above services is one (1) month's rent. In addition to the afore mentioned services we are available to meet with workers and vendors at property, as directed by Owner, on an hourly fee basis of \$150 per hour, 1/2 hour minimum.

We recognize that each situation is unique and we will do whatever we can to simplify your real estate investments. Phone: 386-738-3688 Fax: 386-738-5788