

Property Management Fees

For our full property management clients we will provide all of the following services:

- ☐ Market your home.
- ☐ Show your property to prospective tenants.
- ☐ Screen applicants.
- ☐ Prepare lease agreement and provide legally required notices.
- ☐ Collect and hold security deposits in our trust account.
- ☐ Conduct move-in/move-out inspections.
- ☐ Collect rent and distribute to owner.
- ☐ Distribute legal notices such as 3-day and rules violation notices.
- ☐ Hire and supervise maintenance people and contractors.

Fees charged for these services are: a non-refundable up front marketing fee of \$350.00 and a management fee of : 10% for annual rentals, 20% for seasonal rentals 25% for vacation rentals.

Lease Only Clients

There are some people that, despite all the many benefits of hiring a professional property manager, still desire to manage their own property. If you are one of those people, we can still help by finding you a qualified tenant. Our professional service can include:

- ☐ Marketing your home.
- ☐ Showing your property to prospective tenants.
- ☐ Screening applicants.
- ☐ Preparing the lease agreement and providing legally required notices.
- ☐ Collecting security deposit and initial rent.

After all that, we will turn over our file, the security deposit, and the initial rent to you.

Your home will be yours to manage from there. And, when your tenant does eventually decide to leave, we can start the whole process over again for you.

Fees charged for this service are: a non-refundable, up-front, \$350 marketing fee; plus, ½ of a full month's rent (minimum of \$500) upon tenant moving in. Because we are not performing the full management service, there will be no monthly fee.