



EXPLANATION OF TERMS & FEES

It is our goal to provide excellent services for a fair price. It is also our goal NOT to “nickel and dime” our clients. We know that unexpected expenses are hard on everyone. That is why in most cases, you pay a flat fee for our services. We try to make our services as All Inclusive as possible while still providing the most thorough and effective services. Compare our complete price package and you’ll find that we are not only among the lowest, but we also provide the most comprehensive services to you with the least amount of fiscal surprises!

INTAKE FEE– \$200

What is this? We believe that the Intake Process is key to the success of your home’s management. This fee pays for the Intake Report and Professional Photos of the home. To ensure impartiality we obtain a 3rd party Intake Report to record the condition of the home when we begin management. We also send a professional photographer to shoot the home once it’s market ready. Both of these items are available to you to use in the future.

TENANT PROCUREMENT FEE– Equal to One Full Month’s Rent

What is this? This is the fee we charge for marketing, showing, screening, and placing a qualified tenant in your home.

MONTHLY MANAGEMENT FEE– 8% of monthly rent, minimum of \$125/month

What does this cover? This is the fee we charge for rent collections, processing, general maintenance request processing, tenant and owner reports/correspondence, HOA communications, and owner disbursements. Remember, you are the landlord, but the tenants only have *our* contact information and everything comes through us!

LEASE RENEWAL FEE– \$300

What is this referring to? This is a fee charged to owners to renew/extend and/or renegotiate the current Lease for an additional year. We boast an 80% renewal rate and our goal is to keep long term tenants whenever it in your best interest!

YEARLY SITE VISIT REPORT – **NO ADDITIONAL CHARGE**

What is this? This is the inspection done with your tenant about 90-60 days before the end of their Lease. We never wait until the last minute to negotiate a renewal or move-out. This gives you time to consider all of the best options for you and your property.

MID-YEAR SITE VISIT REPORT – \$125

What is this? Some owners prefer to have an additional site visit Mid-Lease. We can do an additional site visit and send you interior and exterior photos.

MOVE IN/ MOVE OUT SITE VISIT REPORT – **NO ADDITIONAL CHARGE**

What is this? This refers to the site visit report that is completed before a new tenant moves in, and after a tenant returns legal possession of the property. These site visits are critical and are considered to be part of our Management responsibilities. We provide a full photo report showing the condition of the home and anything that needs to be addressed.



DRIVE-BY INSPECTION– NO ADDITIONAL CHARGE.

What is this? A few times a year, we drive by our single family home inventory and take a photo of the exterior. We are just checking to see the state of the yard, amount of cars, any exterior maintenance needed, etc.

AGREEMENT TERMINATION FEE– NO ADDITIONAL CHARGE FOR TERMINATION “With Cause” AS DICTATED IN OUR MANAGEMENT AGREEMENT.

EMERGENCY TRIP FEE– NO ADDITIONAL CHARGE.

What is this? This applies to any emergencies at your home and someone is needed onsite to meet with insurance adjusters, file a police report, etc. We believe that these types of events are what we are here for.

ADDITIONAL KEYS– Owners are to provide us with two complete sets of fully functional keys to the home. Any additional keys needed are **NO ADDITIONAL CHARGE**. This does not apply to key fobs/cards/remotes.

INVOICE PROCESSING FEE– \$25

We do not own a Maintenance Company or have in-house handymen, etc. We have found that salaried vendors do not perform to our expectations as we lose our leverage when we bring them in house. We also do not charge a mark-up on maintenance done to your home. We believe that is a conflict of interest. We do charge a \$25 per invoice processing fee. It takes a lot of work to manage an effective and communicative maintenance department. That small fee helps us to cover our expenses and only charges our clients for the service we providing.

ADDITIONAL a-la-carte SERVICES

Special Services are services that are outside of normal Property Management duties. Please see below and let us know if you have any questions. We do contract out for these services separately, as needed.

LANDLORD RESCUE– \$500 plus Attorney’s Fees and Expenses

What is this? This service is available if you have a delinquent tenant or a tenant that needs to be evicted, that we **DID NOT** place in the home.

TURNKEY COORDINATION FEE– Quoted on a case by case basis

What is this? This is a fee charged to coordinate repairs for a **property not yet under Management**. Since we do not charge management fees for a vacant property before we place our first tenant, this covers the labor to oversee the project.

RENOVATION COORDINATION FEE– 10% of project cost

What is this? This is a charge to cover our expenses for overseeing large renovation jobs over \$5000. This does not apply to turnkey work, i.e. paint, carpet, or systems replacement. An example of this would be a bathroom remodel, tree fall damage over \$5000, or pool/deck installation.