



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. 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!

NEW PROPERTY INTAKE FEE – \$300

What is this? This is a one time fee when we sign up your property. It is the only up-front fee. This pays for your professional photographer photos and your Intake Site Visit Report. The Intake Site Visit Reports are done by a 3rd party company to ensure impartiality and consistency. They document the state of your home when we took it on for management. Both the photos and report are yours to keep. We will send you an electronic link of your photos and a copy of the report for your records and future use.

TENANT PROCUREMENT FEE – First Month’s Rent

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

MONTHLY MANAGEMENT FEE– 10% of monthly rent, minimum of \$185/month

What does this cover? This is the fee we charge for rent collections, processing, general maintenance request processing, tenant and owner reports/correspondence, Home Owners Association (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 – \$400.00 Flat Fee

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.

YEARLY SITE VISIT– NO CHARGE

What is this? This is the inspection done with your tenant about 75 days before the end of their Lease.

MOVE IN/ MOVE OUT SITE VISITS – NO CHARGE

What is this? These are the Site Visits done just after a tenant returns legal possession of the property and prior to a new tenant moving in. These Site Visits are critical and are considered to be part of our Management responsibilities.

DRIVE BY– NO 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.

EMERGENCY TRIP FEE– NO 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 CHARGE**. This does not apply to key fobs/cards/remotes/specialty keys.

INVOICE PROCESSING FEE– \$25

We do **not** own a Maintenance Company or have in-house handymen, etc. We do **not** charge a mark-up on maintenance done to your home. 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 you only pay when you actively have work going on!