

## **PROPERTY MANAGEMENT**

### **SCHEDULE OF SERVICES**

#### **FULL-TIME MANAGEMENT CONTRACT**

- 1.) Advertise rental property on a weekly basis (expense to be paid by owner).
- 2.) Execute rental agreements after tenant selection; utilizing a screening process to include the following:
  - a.) Obtain Credit Report(s)
  - b.) Unlawful Detainer (Eviction) Search
  - c.) Employment/Income Verification
  - d.) Previous Landlord References
- 3.) Conduct move-in and move-out inspections.
- 4.) Supervise routine maintenance and repairs to include drive by and on site inspections.
- 5.) Maintain clear, concise & accurate records for the owner and tenant, to include a full accounting of income and disbursements.
- 6.) Forward statements and status reports to owner on a monthly basis.
- 7.) Special or additional services to be negotiated as needed.

#### **LEASE-UP ONLY CONTRACT**

- 1.) Advertise the rental property (expense to be paid by owner).
- 2.) Select tenant utilizing a screening process to include the following:
  - a.) Obtain Credit Report(s)
  - b.) Unlawful Detainer (Eviction) Search
  - c.) Employment/Income Verification
  - d.) Previous Landlord References
- 3.) Move tenant in and do move-in inspection report.
- 4.) Forward signed lease, move-in inspection report, cash flow statement, rental proceeds, and security deposit to owner, who will then manage their own property.

**RATES**

- Full-Time Management-----9% of monthly gross rent billed monthly.  
40% of first months gross monthly rent as  
a leasing commission.
- One Time Lease-Up Only-----50% of the first months gross monthly  
rent.

The above quoted rates are for all detached and attached single family residences.

Multiple units will be quoted on an individual basis.

Lease-Up Only service is available for multiple units and quoted on an individual basis.

We require a signed contract to initiate our services. The Full Time Management contract runs for one year (Exclusive). After the original term, the contract will then become a (Non-Exclusive) agreement until canceled upon a thirty day written notice by either party

Lease-Up Only (Exclusive) contract runs for a minimum ninety day period.

**RATES FOR VACANCY TIME**

Vacancy periods requiring additional care of the property, supervision of vendors or maintenance personnel will be charged at 7% per month of the scheduled monthly rent, or \$150.00 per month, whichever is greater.

We recommend that the property be ready to show prior to placing on the rental market, and that any maintenance be taken care of prior to tenant occupancy. However, if the property is not ready to rent, we can provide the supervision and vendors to accomplish the task, at the vacancy rates mentioned above.

If the property remains vacant for several weeks, watering and maintenance of the landscape is essential to present a good impression to prospective tenants. Irrigation systems on auto-timers are very helpful, and are recommended.

Special projects, emergency disasters, remodels, and redecoration will be quoted on an individual basis.

## ADVERTISING/EXPENSE ACCOUNT

Property owner is responsible for all advertising costs.

We require a \$200.00 advance to open an expense account to cover advertising costs, in the classified rental section of the local newspaper, regional newspaper and internet advertising.

Advertising Rate:   \$ 15.00 to \$ 20.00 per week (local area newspaper classified section only).  
                          \$ 80.00 to \$120.00 per Weekend (Fri, Sat, Sun) run, for additional advertising  
                                          in County and/or Regional publications, (if appropriate).\*\*  
                          \$ 39.00 per month to advertise property on "Rentclicks.com"  
                          \*\*Additional funds may be required  
                          Above rates are approximate, and subject to change.

Property will be placed on Craigslist.com, which is a free service. Regular accounting of these expenditures are available upon request.

## IN GENERAL

It is Thompson and Associates goal to obtain the best possible tenants for our clients, and to preserve, protect and improve the investment potential of all properties under our supervision.

In addition to our Property Management and Leasing Services, we are a full service Real Estate Brokerage, and can assist our clients in the sale and acquisition of Real Properties.

References are available upon request.