



PROPERTY MANAGEMENT SERVICES

1. Marketing and Leasing Services
 - a. Market the property for lease, show property to prospective tenants, advertise property on various websites, list property on the multiple list service.
 - b. Arrange, at owner's expense, to have the property cleaned and landscape maintained, during the time the property is being marketed.

2. Assist in Qualifying Tenants
 - a. Provide rental application to prospective tenants and collect an application fee of \$40/\$60. The application fee shall be the property of the manager.
 - b. Hire a credit reporting agency to do a criminal background check and credit check.
 - c. Verify employment and income.
 - d. Check references supplied by prospective tenant(s).
 - e. Owner shall make final decision on approving applicant.

3. Move in Service
 - a. Perform a move-in/move-out inspection with tenant.
 - b. Collect security deposit.
 - c. Collect first month's rent, to be paid to Re/Max True Advantage.
 - d. Have tenant sign a lease using the standard GAR lease form.

4. Management Services
 - a. Collect rent, late fees, and other charges due from tenant.
 - b. Hold security deposit paid by tenant in Broker's trust account.
 - c. Maintain a written maintenance request and complaint log from tenant and respond to same.
 - d. Hire contractors on behalf of owner and facilitate repairs, replacements, and improvements on the premises.
 - e. Send standard collection letters to tenants who have not paid rent or other sums owing under the lease approved by the owner.
 - f. Send standard letter to tenants terminating the lease and demanding possession of the property if the tenant is delinquent in the payment of rent for 10 days.
 - g. Send standard letters to tenant notifying them of violations of the lease other than the failure to pay rent.

- h. Arrange for movers to remove personal property of the tenant when a tenant is being evicted by the local sheriff or Marshall.
 - i. Accompany the sheriff or Marshall to the property of tenant when a tenant is being evicted.
- 5. Financial Management
 - a. Properly account for all sums belonging to owner coming into the possession of the manager.
 - b. Timely pay out of owner's funds any amounts due for services and/or maintenance performed on the property.
- 6. Legal
 - a. Make court appearances in magistrate's court in any uncontested legal proceedings involving the property.
 - b. Promptly notify owner of any threatened or actual legal action against the owner.
 - c. Respond to requests to produce documents, answer interrogatories, and be a witness in a contested legal proceeding.
- 7. Move Out Services
 - a. Conduct a move out inspection.
 - b. Timely send a letter to tenant explaining any deductions from security deposit.

Fee: 50% of first full month's rent, plus 10% of rent amount monthly as a management fee.