



Amelia Coastal Realty Property Management/Leasing Services

Residential

Fee Schedule per Unit

1	Procure tenant if ACR is not managing the property:	1 month rent
2	New property set up if an existing tenant	\$300.00
2	Procure tenant if ACR is managing the property:	\$300.00
3	Renew same tenant	\$150.00
4	Monthly management fee	10% of Monthly rent, \$100 min, \$200 max
5	Tenant late fee	\$50 min, ACR retains 50%
6	Tenant NSF fee	\$35, ACR retains 100%
7	Eviction Filing and Service Fees	\$235 Charged to tenant
8	Eviction Admin Fee	\$100 Charged to tenant
9	Eviction Attorney Fees	\$250 Charged to tenant
10	Consult on and oversee major repairs/construction	7% of total project or \$300 min
11	Early termination fee	2 Months management fee

Services provided:

- 1 Market and show property
- 2 Screen tenants including credit and reference checks
- 3 Complete leasing forms including move-in checklist
- 4 Collect rents, hold security deposit in escrow
- 5 Maintain property reserve
- 6 Handle late/non payment of rent by enforcing late fees and following through with evictions procedures in accordance with Florida State Law
- 7 Respond to tenant complaints promptly, call maintenance companies, payment to said companies in a timely manner once repairs have been made and site inspection has insured this
- 8 Pay for maintenance up to amount agreed upon on Property Management Agreement. Arrangements made for payments above this amount after discussion with property owner
- 9 Pay regular monthly expenses per Property Management Agreement
- 10 Disburse rent
- 11 Send monthly property statement itemizing all financial activity
- 12 Promptly notify owner of repairs, consult on solutions, get estimates, oversee, inspect upon completion. Extra charges may apply, see above.
- 13 Maintain detailed files on property including leases, correspondence, income, invoices, property statements
- 14 Inspect property quarterly.
- 15 Upon tenant move-out, inspect property, complete move out checklist, determine security deposit refund and closeout amount in compliance with Florida State Law. Oversee cleanup, maintenance as needed to re-lease.
- 16 Distribute year end property reports and 1099's.