

**PROPERTY OWNER ADDENDUM**

**WELCOME to Star Spangled Real Estate & Property Management!! Thank you for choosing us to maintain and manage your property while you are away.  We pride ourselves on the customer service we provide our property owners and tenants with.  We strive to make sure that everything is handled in the most effective and professional way possible for all involved.  Prior to accepting your property into our inventory, we will need to gather some information to make sure that we are a great fit.**

**Taking on a property is a huge responsibility and one that we here at Star Spangled Properties do not take lightly.  We want to find the best tenant for your property and in doing so we take all the proper avenues.  Below you will find a list of costs associated to starting with our company for property management.**

***START UP COSTS:* $850 - TOTAL COST TO GET STARTED**

**The startup costs include professional move in and move out inspection with pictures and report, professional pictures for the MLS & Marketing sites, the fee to the agent bringing the tenant & administration fee for setting account up, advertising, professional lock box on the door and yard sign.**

**You have two options to pay the above referenced costs 1) You can pay them directly to us upon signing the Property Management Agreement or 2) We can deduct the costs above out of the first month’s rent.  Once these initial fees have been paid we will charge a monthly charge of 8% of the month’s rental fee.  This fee is deducted from the month’s rent and the remaining balance is sent to you via your bank account set up with us or via check.  The decision is yours as to how you want to do it. This price does not include the rekey of the property, which is required by the Texas State Housing Laws after the owner moves out and after each new tenant. Our Locksmith charges between $118 - $146.14 to do this depending on the amount of locks.**

***TENANCY RENEWALS:* $50 – TOTAL COSTS FOR TENANT RENEWALS**

**We will charge a one-time renewal fee of $50.00 to the owner if the current tenant renews their lease at the property. This will cover the time of preparing all the new leasing docs that will be required for both tenant and owner.**

***NEW TENANCIES:* $400 – TOTAL COSTS WHEN NEW TENANTS OCCUPY PROPERTY**

**The total costs include professional move out inspection with pictures and report, fee to the agent bringing the tenant, administration fee for setting up account and advertising and a professional lock box on the door and yard sign.**

**These costs can be taken care of initially and up front, or after the first month’s rent is collected.**

***RENT PAYMENT DISBURSEMENTS:***

**All payments of rent to owners will be wired out to your banking account that you provide to us no later than the 5th of every month. If the tenant is late in paying we will send the payment to your account as soon as it is reconciled however we will keep in contact with you should that happen.**

***LATE FEES:***

**Failure to pay rent on time.  Failure on the tenant’s part to pay the rent on time will result in an initial $50 late notice for the first day and $10 per day until the rent is paid in full.  Star Spangled Property Management will keep 50% of the late fees in an effort for collecting the past due balance.  Once the rent is paid in full Star Spangled Property Management will send the rent and the remaining 50% of the late charges directly to the Property Owner.  If the nonpayment by the tenant results in eviction, the tenant will be responsible for the court costs, however, Star Spangled Property Management will put forth the payments up front to get the process started.**

***MONTHLY MANAGEMENT CHARGE:***

**The monthly management charge due and payable to Star Spangle Property Management is 8% of one month’s rental. If the property is vacant, the Owner will not be charged the monthly management fee.**

***MAINTENANCE CHARGES:***

**We do not and will NOT up charge anything for coordinating repairs, opening doors ect however we will charge an invoice fee of $5 per invoice. We HIGHLY encourage all of our owners to have a Home Warranty Policy as we feel that will cut costs drastically. We do have a company we work with that offers a Military Discount as well and the largest program they have that covers everything runs under $45 a month. BUT we are also happy to work with any other company someone is signed up with.**

***UTILITIES:***

**It is the Owner’s responsibility to keep the utilities on for showing of the property while it is vacant and in between tenants.**

**By signing below, you are agreeing to the terms of this contract:**

**Please sign below:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Owner Date:**

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**Owner Date:**

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**Property Manager Date:**

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**Property Manager Date:**