

PROPERTY MANAGEMENT FEES AND SERVICES



Shaffer
Realty

NEW CLIENT SET UP FEES

1. New Property Management (PM), Client Fee \$600.00 fee covers the following:
 - Marketing on the Multiple Listing System
 - Additional marketing of property on 80 web networks
 - Virtual Tour
 - Text Virtual Tour
 - Rental Application
 - Pre-screening back ground and credit check for potential tenants
 - Perform Property Showings
 - Setup of files
 - Monthly Book Keeping
 - Monthly and Annual Owner Statements
 - Execute Lease
 - Setup Property Ware for new owner and tenants (Management Control Portal)
 - Procurement of new tenant
2. Landlord Initial Setup Fees
 - \$295 New Client Fee
 - \$35 Admin fee for processing paper work, setting up banking and management portal
 - \$600 Marketing Fee and Finders Fee

The Property Management Client Fees will be deducted from first month rent. If rent is less than the fee owner is responsible to pay the difference or have it subtracted from the following month rent.

Monthly Property Management Fee

1. 10% of monthly Rent or \$100 whichever is greater
2. Shaffer charges \$35.00 per month admin fee for bookkeeping and processing
 - Rent deposit, bookkeeping, enter invoices to be paid and pay them
 - Pays owners by direct deposit or check by the 10th of each month.
 - Admin Fee will be deducted from management fee for monthly rent of \$1500.00 or higher

APPLICATION FEE TO TENANT

1. Each adult tenant \$50 application Fee
2. Married couples will pay \$75.00 Application Fee
3. Military Active Duty fee is \$35.00 per applicant and \$50 for married couples
4. Tenants will pay a \$100 setup fee

Miscellaneous

Properties with current tenant the owner will be charged \$395 Admin Setup Fee and the \$35.00 plus 10% of the first full month as property manager. After first month standard fees apply. We will send official notice that we are taken over the management of the property and direct them where to submit rent and maintenance request.



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www.ShafferRealtyLLC.com



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LATE PAYMENT AND FEES PAID BY TENANT

1. A 5 Day Pay or Quit Notice will be sent to delinquent tenant on the 6th of the month. This mean to pay in five days or be evicted.
2. Tenant will be charged a 10% late fee after the 5th of each month
3. The late fee will be retained by Shaffer Realty property management division. Fee cover the following:
 - Processing notices and fees
 - Going to Circuit Court mailing of summons
 - Travel time spent contacting and visiting tenant
 - Attending court proceedings on the court date

VENDOR CHECKS

1. All vendor checks will be disbursed to Property Manager and mailed to vendor by Property Manager

LEASE RENEWLS

1. Renewal fee is \$295 plus agreed upon monthly Property Management Fee.
2. This fee will be taken from the first month rent of renewal.

OWNERS POLICIES

1. Home Inspections Walk through- The property manager reserve the right to charge a fee with a max cost of \$50.00. This inspection will be conduct quarterly, semiannual or annual, owners choice.
2. Shaffer will offer 10% discount on new client fees to active duty clients
3. Owners are required to carry Liability Insurance on the home
4. Tenants are required to carry Renters Insurance do leasing period
5. Payments- Owners are paid on the 10th of the month. Late rents are paid on the 20th.
6. Owner statements are available on line at Propertyware.com. Property Management Administrator will set owner and tenants up. Instructions for property ware will be sent via email.
7. Annual tax statements will be mail on or before January 28th of each New Year

MULTIPLE LISTING SYSTEM (MLS) – ONLY

1. For non-Property Management Properties, client will pay agent first month rent or \$895 whichever is greater. There is a \$300 non-refundable setup/ Admin. Fee; this fee will be credited toward the final payment due once property has been rented.
 - Marketing on Realtors MLS
 - Marketing of property on 80 additional web networks
 - Virtual Tour
 - Text Virtual Tour
 - Application processing
 - Pre-screening back ground and credit check for potential tenants
 - Property showings
 - No Lease will be provided, client must have own lease

Thank you for choosing Shaffer Realty LLC Property Management. We look forward to a long term working relationship. Please do not hesitate to contact me with questions or concerns. (Revised 01/27/2019)



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