



PROPERTY MANAGEMENT PROGRAM

Overview

We believe the best Property Management is the one suited to the owners needs and desires. Not all owners are alike. At Omega, we cater to your specific requirements and we customize our approach to services; select only the services you want or need, don't pay for the ones you want to manage yourself. To the individual owner, we believe this differentiates us from the all or nothing approach to property management.

TENANT PLACEMENT SERVICES

Price: First Month's Rent

Tenants transferring from one property to another do not count as a new tenant.

- Market your property for lease
 - Properties are marketed on Zillow, Trulia and 50 other rental websites
 - Properties are marketed through three Realtor MLS's; GAMLS, MGMLS, CGAMLS
 - Properties are marketed through email and social media
- Properties are marketed through Craigslist (the number one searched site for rentals)
- Place a sign and lockbox on the property for all Real Estate agents to show
- Co-op with other real estate firms who show the property
- Accept and process applications for Lease
- Screen calls from prospective tenants
 - Credit
 - Criminal Nationwide
 - Eviction
 - Rental History (verify through phone interviews with past landlords)
 - Income (paystubs, W-2s, VOEs)
 - Employment (verify with past and present employers and supervisors)
- Prepare a comprehensive report of findings and a creditor cash flow analysis
- Prepare the Lease, Move-in Inspections and addendum forms
- Perform the move-in inspection with your approved tenant
- Collect the first month's rent and security deposit
- Hold all security deposits in trust for the duration of the lease
- Disburse security deposits (and accounting for deductions) after renter vacates
- Perform move-out inspections



MANAGEMENT SERVICES

PRICING: 10.0% of collected monthly rents

Monthly servicing fee is not collected on a new renter's first month of rent.

The full scope of services will be clearly defined in the property management agreement, in which items can be added or deleted.

- Establish owner's operating fund account for deposit of monthly rent collections
- Receive and process reports from tenants regarding maintenance needed at the property
- Prioritize and assign maintenance requests to appropriate insured repair personnel
- Monitor repair process and notify owner of unusual repairs and cost
- Pay typical expenses for the property, if any, from operating funds (i.e. maintenance or repairs)
- Monitor and oversee outside vendor contract work.
- Address possible slow-pay non-pay tenants; take appropriate action
- Prepare owner's statement and check monthly
- Prepare appropriate tax reporting forms for owner's filing purposes (1099)

ADDITIONAL SERVICES

PRICING: No Cost

- Consulting services with design, staging, landscaping and property presentation.
- Market analysis; stay on top of the rental market in Macon; knowing the top dollar to charge to attract the best renters.
- Maintaining a renter data base so properties can be filled with quality renters in the shortest period.
- Continual searching for additional properties that may be desirable to add to the landlord's portfolio. (If such property is located and Realtor is the procuring cause; standard commission would be paid by seller.)
- Assistance in procuring financing and financial package preparation for would-be lenders.
- Maintain a vendor list of the best maintenance and repair companies and individuals – build rapport so quality craftsmanship, promptness, and price is never an issue

We thank you for the opportunity to present our services and look forward to the possibility of a mutually beneficial relationship.

Sincerely,

Jen Omega

Owner/Broker