



## Scope of Services for Non-Managed Properties

### Leasing Fee – 100% Full 1<sup>st</sup> Month's Rent

- Run lease comps and provide owner with recommended rent pricing based on current condition of the property and the comparable
- Market property (Multiple Listing Service, and countless internet sites)
- Coordinate showings with current occupants, if applicable
- Work with other realtors and leasing agents
- Field calls from prospective tenants
- Meet prospective tenants (if no agent) for showings
- Provide prospective tenants with rental applications and screening criteria
- Process applicants (includes credit check, criminal background, pet application, employment and income verification, and rental history verification)
- Forward applications to owner for approval
- Once applicant is approved, prepare Lease Agreement and addenda:
  - HVAC care
  - Bed bug Addendum and Brochure
  - Pet Addendum, if applicable
  - Move-in Inventory and Condition Form
  - Preventative Maintenance
  - Mold Brochure
  - Lead-Based Paint, if applicable
  - Renters Liability Insurance Requirements
  - Move-out Procedures
  - Wear and Tear vs Damage
- Lease and addenda are sent to owner for review and approval, then all for signatures
- Collect rent, security deposit, and any pet fees, and remit to owner (less leasing fee)
- Provide owner with copies of fully-executed Lease and addenda
- On move-in day, meet tenant, perform property review, deliver keys

### Lease Renewal --- \$300 minimum

- Provide owner with comparative market analysis and determine market rents
- Visit property to video interior and exterior, and complete inspection report with photos
- Communicate with tenant to renew/discuss current lease
- Negotiate rental increase with tenant
- Prepare an Extension of Lease and obtain tenant's signature
- Provide owner with copy of the fully-executed lease extension

### Periodic Property Review --- \$150 (recommended 2x/yr)

- Exterior inspection and report with photos or video – highlighting any over-grown trees that may attract rodents or cause harm to the house, fence issues, and other items needing attention.

### Pre-Leasing Move-Out Walk Through - \$250

- Exterior and interior inspection including video or photos (20-30 days prior to move out)

- Advise owner on re-leasing and maintenance needs
- Set up a combo lock box and make arrangements to get a key from tenant
- Discuss and coordinate showing instructions/process with tenant
- Re-send Move-out Procedure form (a benefit to all parties as it aims to minimize charge-backs to tenants for cleaning/repairs, and we receive the property closer to rent-ready condition)

**Move Out --- \$200**

- Exterior and interior final inspection with video or photos for the security deposit disposition
- Security Deposit Disposition charges are handled by the owner
- Recommendations for rent-ready items, if necessary

**Standard Rent Ready --- \$250 Minimum / 15% of Total Cost at \$1,500 and Above**

- Oversee all work from start to finish / site visits
- Coordinate access to the property for vendor bids
- Provide video progress and list of necessary repairs and maintenance
- Provide list of suggested upgrades
- Assist with color selection and shopping for materials
- Approve all vendor work before payment

**Owner's Account Set Up**

- We will have you complete an owner property information form, lease information form, W-9, and Deposit Authorization
- Administration fee of \$100 per single unit plus \$75 for each additional unit to set up an owner page, property page, and tenant page in our management system, and you will receive an email to activate your owner portal
- Using the completed property information form, we will create a property page in our management system which includes property details for lease listings, A/C filter sizes, special maintenance instructions, etc.
- You shall also provide tenants' names, email addresses and phone numbers for work orders
- When a service is needed, you will be contacted to fund your account \$250 minimum that will be used for any service charges or maintenance under \$250 (more if bids are over \$250)
- If you are planning a personal or business trip, you should fund your account before you leave (the funds can be refunded to you upon your return, if you so desire)

**OWNER APPROVAL**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)