



## Property Management Services

1. Thorough & complete prospective tenant screening which includes:
  - Credit Report
  - Unlawful detainer searches
  - Income verifications
  - Verification of Previous tenancies
  - Complete back ground check
2. Leasing Services include:
  - Listing property on our website with a slide show & linked to various rental websites.
  - Listing on craigslist.org
  - Listing on Multiple Listing Service
  - Online Rental Application for prospective tenants' convenience
3. Timely rent collections & lease renewals
  - Tenant ACH Rent payments (upon tenant's approval)
4. Coordinating property maintenance:
  - Market-Ready: Prior to listing property on the rental market
  - Occupancy: During tenant's possession of the property
  - Repairs: Valued Properties, LLC has three in house crews with over twenty years' experience that can perform any needed repair and/or remodel project. **\*\* (Please read foot notes)**
5. Accurate accounting and monthly owner statement reports
  - ACH Payments to property owners
  - State of the art web based property management software
  - Owners Portal
6. Payment of all property related invoices (customized to each client's needs)
  - i.e. mortgage payments, homeowners dues, property taxes, gardener, etc.

7. Evictions (attorney's fees and court costs not included), a fee of \$400 to file court papers and appear in court on the owners behalf.

Our Fees:

Monthly Management Fee: 10% of monthly gross revenue

Single Family Homes, Condos, Townhouses: Minimum \$100;

Maximum \$200

Multi-Unit up to 4 units: \$90 per unit minimum

Leasing Services:

10% of one month's rent per tenancy

Lease Renewals:

Renegotiate existing lease \$250

Leasing ONLY

8. Negotiate New lease; the fee is one (1) months rent, can be paid in two Installments, 1st half do upon new tenant signing lease and the second half due the following month or the full amount can be paid all at once.

10% of collected rent

Minimum fee of \$100, maximum fee of \$200 per unit\* **(Please read foot notes)**

\*Includes items 1 and 2, Leasing Commission is 10% of collected rent. No monthly management fees collected on vacant units.

\*\* Our clients have the option to use any contractor of his or her choice; because Valued Properties, LLC has been hired to manage said property and to maximize on its investment, we reserve the right to have our own project manager oversee each project. There will be a fee of 5% of the cost of the project with a minimum of \$125.00. We feel this fee is necessary to insure each project will be completed correctly, on time, and within budget. This is in the event a problem with workmanship and/ or materials arising from said project, the tenant will contact Valued Properties, LLC to have the matter corrected, this will in turn set the wheels in motion for us to go out to inspect the problem and then contact the contractor to have them go back and correct the problem. We would then have to re-inspect the repair, which means we would be handling the issue until it's resolved.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_, Date: \_\_\_\_/\_\_\_\_/\_\_\_\_