



SERVICES OFFERED

MANAGEMENT FEE

LEASE FEE

PROPERTY MARKETING

Custom Rental Analysis

PREMIUM Marketing Pkg

Leasing Agent Phone Service

Applicant Screening Process

Pet Screening

Resident Benefit Pkg

Pre-Leasing Maintenance

Make-Ready Project Mgmt

Resident Welcome Gift

FULL-SERVICE MGMT

from 8%

75%



10% coordination fee



SERVICES EXPLAINED

MANAGEMENT FEE: from 8% only charged when successfully collect rent

LEASE FEE: 75% of 1 month's rent due at lease signing

Custom Rental Analysis: A lease market analysis to determine fair market value of your property.

Premium Marketing Pkg: A comprehensive marketing program including high quality photos, distribution to multiple marketing websites, social media platforms, and email marketing to 9,000 area agents

Leasing Agent Phone Service: Our local team of leasing agents work to answer questions, prequalify leads, and coordinate showing of your property.

Applicant Screening Process: Includes prequalification, income, employment, landlord, pet verification, credit, bankruptcy, eviction, criminal check, and public records.

Pet Screening: Third party verification of service and emotional support animals.

Resident Benefit Pkg: Everything to make the resident's move-in and tenancy easier, including online rent payments, utility concierge service, 24/7/365 maintenance contact, air filter delivery service, and more

Pre-Leasing Maintenance: Interior/exterior property spot check for cleanliness and showability.

Make-Ready Project Mgmt: We oversee the entire make-ready for your property from repairs to final cleaning, and ensure the property meets all legal habitability requirements.

Resident Welcome Gift: A guide to navigating the landlord-tenant relationship, and care and maintenance of your home.

SERVICES OFFERED

PROPERTY MANAGEMENT

New Property Onboarding	\$350
Lease Preparation and Signing	✓
City Code Compliance	✓
Resident Move-In Orientation	✓
Maintenance Coordination	✓
24/7 Residence Maintenance Line	✓
Move-Out Inspection & Make Ready	✓
Move-In Inspection	✓
Lease Enforcement	✓
Annual Property Inspection	\$159
Lease Renewal Process	\$250
Utility Transfer	✓
HOA Point of Contact	✓
Security Deposit Disposition at Move-Out	✓
Eviction Services	✓

FULL-SERVICE MGMT

SERVICES EXPLAINED

New Property Onboarding: Initial property inspection with photos to determine “Make Ready” action items and all administrative tasks involved with onboarding the new owner, property(ies), unit(s), and residents(s).

Lease Preparation and Signing: We use the Texas Association of Realtors Resident Lease Agreement and multiple addenda to ensure proper care of your property by the residents.

City Code Compliance: Properties are re-keyed, they are also inspected for all code compliance i.e., smoke and CO detectors, keyless deadbolts and peepholes for all exterior doors and more.

Resident Move-In Orientation: We meet the residents at the property to introduce ourselves, and take them through a pre move-in checklist about the property to minimize maintenance costs, and hand them keys.

Maintenance Coordination: Residents can handle minor issues, like a jammed garbage disposal or a tripped breaker, with a little guidance. We often troubleshoot work orders before bringing in vendors, helping owners save on unnecessary expenses

24/7 Residence Maintenance Line: When emergencies happen, our trained technicians are available 24/7.

Move-Out Inspection & Make Ready: We perform a full interior/exterior inspection report with photos and video to share with you and discuss any make ready items.

Move-In Inspection: We provide you with a comprehensive move-in inspection report with photos.

Lease Enforcement: We communicate directly with all residents regarding late rent and other lease violations, and HOA violation notices.

Annual Property Inspection: A third party vendor inspects the property for lease violations, preventative maintenance, code compliance, and resident’s overall care of the property.

Lease Renewal Process: We want tenants to stay in your property for longer periods and will work hard to facilitate renewals.

Utility Transfer: We ensure all utilities are transferred into the resident’s name prior to move-in orientation.

HOA Point of Contact: We handle all HOA contact and communication.

Security Deposit Disposition at Move-Out: When the resident vacates, we handle the security deposit return including withholding any necessary funds. We ensure compliance with the detailed Texas laws that govern this legal process.

Eviction Services: Although an eviction is rare, when necessary, we handle the legal process.

SERVICES OFFERED

FINANCIAL REPORTING

- Rent Collection
- Monthly Reporting
- ACH Owner Payments
- Year-End Tax Statement

OUR COMMITMENTS*

- Eviction
- Pet Damage
- Tenant Placement
- Management Fee
- Leasing Fee
- 30-Day Contract
- Legal Compliance

*at no additional cost to our clients or residents

FULL-SERVICE MGMT

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SERVICES EXPLAINED

Rent Collection: Residents have multiple payment options including ACH, bank draft, or credit card.

Monthly Reporting: You receive a detailed income and expense statement from us each month reflecting all financial activity including details on any expense items.

ACH Owner Payments: We send money directly to your bank account by the 10th of each month.

Year-End Tax Statement: We provide you with a year-end 1099 and all necessary legal paperwork you need to file your taxes.

Eviction: Our screening process is so solid we will reimburse you up to \$500 if eviction expenses are incurred.

Pet Damage: Our screening process is so solid that we will reimburse you up to \$500 if pet damages exceed the deposit.

Tenant Placement: If we place a resident and they break their lease within the first 12 months, we will re-lease it for free.

Management Fee: We believe that if we can't collect the rent, then we should not get paid. You only pay us a management fee if we successfully collect the rent due.

Leasing Fee: You don't pay us a leasing fee until we have a fully-executed lease and money paid from the residents.

30-Day Contract: Cancel any contract with a 30-day notice.

Legal Compliance: Our lease is an approved Texas Association of Realtors Residential Lease Agreement, and we operate in compliance with Fair Housing, Texas Habitability, Americans with Disabilities, and Right to Cure Laws.