



## 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
- 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
- Lease Renewal Process
- Utility Transfer
- HOA Point of Contact
- Security Deposit Disposition at Move-Out
- Eviction Services

### FULL-SERVICE MGMT

**\$350**



**\$159**

**\$250**



### 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 10<sup>th</sup> 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.