

At LKJ Realty, our team of local experts provide personalized and professional rental and management services to owners and investors. Our goal is to make the leasing and management process simple and transparent. See fee schedule on page 2.

LEASING

Rental Price

- The first step is viewing the property on-line or in person and providing a comparative market analysis for determining the rental price. We also review/suggest upgrades to increase marketability and price.

Marketing

- Properties are listed on our company website and through a managed ad services that include over a dozen websites. Additionally, we have a vast network of contacts that we send listings to regularly.

Tenant Screening

- We provide in depth tenant screening by collecting and reviewing applications, pay stubs/offer letter, credit report, employment, rental history, and social media.

Closing

- Once tenants are approved, we try to complete the transaction within 24-48 hours. We draw up the lease, send it out for signatures and collect move-in funds of first month's rent and deposit. Agents then assist with move in arrangements, utilities, key pick up and walk-throughs.
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PROPERTY MANAGEMENT AND TURNOVERS/RENOVATIONS

Property Management

- We provide management services for condos, single family homes and small buildings in San Francisco and Marin. This includes basic rental turnovers of vacant properties, monthly building maintenance, rent collection, emergency maintenance and tenant compliance.

Turnovers/Renovations

- For units that we do not manage, LKJ Realty works with quality, licensed and insured vendors and contractors and can assist owners in basic turnovers. This includes anything from painting, carpet replacement to bathroom and kitchen remodels.
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OUR TEAM

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LEASING AND MANAGEMENT FEES



LEASE COMMISSION FEES

Long Term Lease Term

1-year lease (12 to 23 months)	6 % of Total Rent Term (72% of one month's rent)
2-year lease (24 to 35 months)	5% of Total Rent (70% of two month's rent)
3-year lease (36 to + months)	4% of Total Rent (2.5% for any additional years)

Short Term Leases Term

6 -11 Months	70% of one month's rent
2 - 5 Months	65% of one month's rent or agreed upon flat fee

COMMISSION CALCULATIONS: Commissions are calculated on the TOTAL lease term including prorated days, garage and/or storage rent.

OWNER FUNDS: It can take up to 5 business days for tenant funds to clear the trust account. Once cleared we ACH the funds to the Owner which may take upwards to 5 business days. Checks can also be dispersed to owners on request.

MANAGEMENT FEES

6% of gross rents with a minimum of \$ 350 per month.

This INCLUDES basic rental turnovers of vacant properties, monthly maintenance, rent collection, emergency maintenance and tenant compliance. We use appfolio online management software where owners are provided with a 24-hour portal to view real time financial statements, charges, documents and more.

TURNOVER FEES

\$500 minimum for basic one-time turnover of rental

This includes project management of vendors to get the unit ready for market by working with licensed, insured and reasonably priced vendors. For remodels and renovations, project management fees start at \$1000.

Anti-Discrimination Statues

The State of California Anti-Discrimination Statutes make it unlawful to discriminate against persons by withholding housing from them for reasons of race, religion, sex, marital status, familial status, age, physical disability, or additional protected classes as instituted on the state or local level. As a business, we provide landlords with reasonable tenants and does so while strictly adhering to the spirit and letter of the controlling legislation. Accordingly, we will not take a rental listing from a landlord which in any way unlawfully restricts that listing.