

## Woodhaven On-Site Management Information:

### Fees to Owner/s:

- Manager's rental commission is a small percent of each month's rent received (The commission shall be deducted from the monthly rental payment received by Manager).

### Management Responsibilities:

- Screen Potential Tenants
- Act as sole and exclusive rental agent for the leasing of the Premises during the term of this agreement
- Execute lease agreements on behalf of Owner and keep record of said Lease Agreements
- Retain all sums received as security deposits.
- Collect Rent (Manager does not guarantee payment of rent by tenants).
- Pay all sums of rental Income due to Owners by the 20<sup>th</sup> day of the month or within fifteen (15) days of receipt of rental payments, whichever is later.
- Provide 24/7 on-call emergency response.
- Handle tenant complaints and issues.
- Maintain books of account with entries of all receipts and expenditures of managing the Premises
- In the event of a tenant's failure to pay according to lease agreement, Manager shall inform Owner of said default (Manager shall not be responsible for obtaining legal counsel to process collection action against tenant.
- Deal with eviction process
- Provide routine maintenance and rehabilitation of the Premises at a cost of the prevailing rate for in-house maintenance person/s (with a minimum charge of one (1) hour for labor), plus the cost of all parts, materials and taxes. No repairs costing greater than four hundred dollars (\$400.00) without specific approval and payment by Owner, except for emergency repairs involving manifest danger to persons or property.
- Post Regime payment (Taken from Tenants' rental payment)
- Clean out the unit after Tenants vacate and have it ready for new Tenant/s.

If you have any questions and /or would like detailed information in regards to this service, Please feel free to contact us at our office. (Contact Info. below).

THANK YOU!

Woodhaven Office