



MILK AND HONEY REALTY, LLC

PROPOSAL MANAGEMENT + MARKETING

OKLAHOMA CITY
METRO



PROPOSED TO:
PROPERTY OWNERS (LANDLORD)

ORGANISED BY:
SARAH MATHES, #160157



About Company

SINCE
2018



A full-service management company with friendly and knowable staff. The industry-leading system through Buildium with online tenant support and marketing/leasing system, payment portals, vacancy tracking, quarterly inspection apps and much more. Landlords can run reports, and view bills and leases through their own personalized portal 24/7.

MILK AND HONEY REALTY, LLC
405-260-9033 - PROPERTY MANAGEMENT

BROKER + OWNER
SARAH MATHES, 160157
SARAH@405HIVE.COM



MANAGEMENT PROPOSAL





Goals & Objectives



01

Analyze + review the property through reporting and walkthrough.

02

Develop and execute individual marketing plan customized to client and property needs.

03

Provide 24/7 support through online portal and answering service.

04

Ensure 100% compliance with contract, fair housing laws and state mandated regulations.

FEE SCHEDULE



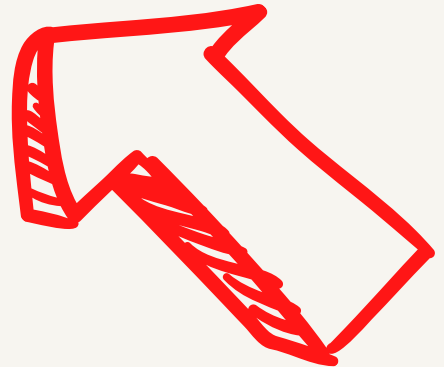
OTHER(S)

- Leasing Fee - 35% - 50% 1st Month Rent
- Vacancy Fee
- Renewal Fee
- Marketing Fee
- Credit Card Fee
- Trip Charge / Inspection Fee
- 10-15% Monthly Management Fees
- Maintenance Bill Mark-up

\$1000 Reserve Repair (HOLD)

THE HIVE

- 10% Management Fee





SERVICES INCLUDED

MARKETING

- SOCIAL MEDIA MARKETING
- PROFESSIONAL FLIERS
- PRO PHOTOS
- PRO GRAPHICS
- MLS INPUT
- ZILLOW (PAID)
- TENANT TURNER

LEASING

- 7 DAY A WEEK SHOWINGS
- CODEBOX SERIAL CODE #
- APPLICANT VETTING (TRANSUNION)
- OREC COMPLIANCE REVIEW
- TENANT INPUT + BUILD OUT

REPORTING

- BUDGET VS ACTUAL
- GENERAL LEDGER
- RENTAL OWNER STATEMENT
- TENANT STATEMENT
- PROPERTY STATEMENT
- VACANCY REPORT
- LEASE ENDING
- DELIQUENT TENANTS
- RENTAL INSURANCE
- METER READINGS
- TENANT VEHICLES
- WORK ORDERS
- OPEN TASKS / AGING REPORT

MANAGEMENT

- PAYMENT
- PAST DUE / EVICTION NOTICES
- MAINTENANCE
- LEDGER AUDIT
- LANDLORD TENANT GUIDELINES
- FAIR HOUSING GUIDELINES
- 24/7 EMERGENCY LINE
- 24/7 PAYMENT AND MAINTENCE PORTAL
- BI-ANNUAL 29 POINT PROPERTY INSPECTION
"HELLO INSPECTION" REPORT

