



## LEASING AND PROPERTY MANAGEMENT

Here are the services offered for Exclusive Leasing Only OR Exclusive Leasing with Property Management Program:

### Exclusive Leasing Only Services:

- Market & Advertise Property to Potential Tenants/Renters
- Procure Tenant
- Screen Tenant (Credit, Background, Rental/Mortgage History, Employment/Income should be 3 times the rent amount – Fee is collected by Broker to cover this expense to a 3<sup>rd</sup> party company)
- Negotiate/Write Lease
- Commission = 1<sup>st</sup> month's rent (Paid in CERTIFIED FUNDS by the Landlord at the time of lease signing)
- Owner/Landlord conducts their own Move-in Inspection/Walk thru to hand over keys to the new resident

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## **Exclusive Leasing with Property Management (Limited or Full Services):**

- Market & Advertise Property to Potential Tenants/Renters
- Procure Tenant
- Screen Tenant (Credit, Nationwide Criminal Background, Nationwide Rental/Eviction History or Mortgage History, Employment/Income should be 3 times the rent amount – Fee is collected by Broker to cover this expense to a 3<sup>rd</sup> party company)
- Negotiate/Write Lease
- Commission = 1<sup>st</sup> month's rent (Paid in CERTIFIED FUNDS by the Landlord at the time of lease signing OR Paid by the Tenant at the time of Lease Signing as 1<sup>st</sup> month's rent)
- Conduct Move-in & Move-out Inspection & Complete Report with photos and/or video
- Collect Rent (Ex. Property Management Fee = 10% of rental amount)
- Maintain Property (Maintenance Requests, Repairs, General upkeep)
- Send monthly invoices of Income/Expenses to Landlord
- Provide Annual 1099 Statement of Rental Income to Landlord for Tax Purposes
- Handle Legal Eviction Process or Refer to an Attorney (separate Retainer Fees applicable)
- Handle any additional Administrative tasks on behalf of the Landlord
- Conduct Semi-Annual Visual Inspections of the Property
- CORPORATE LEASING & AirBnB options available



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