

# **How We Work**

## **Leasing**

- **1<sup>st</sup> months rent to find a tenant or a minimum of \$1,000 whichever is greater**
- **Property management is required for us to find a tenant and lease the property**

## **Property Management**

### **General**

- **We charge 10% per month or a minimum of \$100 per month for the following:**
  1. **Collecting the Rent**
  2. **Keeping records for the client**
  3. **Keep bank accounts per Florida Law on security or pet deposits**
  4. **Depositing the net rent in clients account or mailing check to client**
  5. **Setting up repairs on the phone paid by tenant or client or both**
  6. **Collecting late rent (we get late fees for this service)**
  7. **Collecting bad checks (we get return check fees for this service)**
  8. **Making sure to make copies of keys and that tenants have keys and any remotes**
  9. **No Trip Charge to pick up remotes or make additional keys (Charged to Client)**
  10. **Checking in all tenants with a walk thru and noting any problems**
  11. **Checking out all tenants with a walk thru to make sure all keys and remotes are returned and note any damage that could be a claim against security deposit.**
  12. **Handle getting any repairs under \$100 with the tenant and sending an email to client of this repair as repairs need to be done in a timely manner.**

### **Repairs**

- **In case of repairs that require us to visit the property, we charge the following:**
  1. **\$40 per trip charge up to a maximum of 10% of the current monthly rent or amount rent should be if vacant.**
  2. **Pay minor repairs out of pocket with a maximum of any month of \$500 and any calendar year of one months rent without prior agreement with client**
  3. **Deduct any out of pocket directly from the monthly rent and net sent to client**
  4. **Work with vendors to get the best price for all clients**
  5. **Work with vendors to clean up property after move out**

### **Evictions**

- **In Case of Eviction we charge the following:**
  1. **\$40 per hour for all time required of us whether in the field or in court NO MAXIMUM**
  2. **Putting up the three day notice and taking the proof photos**
  3. **Working with the attorney on the eviction**
  4. **General Clean up after Eviction (See Repairs)**

### **Home Owners Associations**

- **Work to clean up any violations**
- **Go out and check on each alleged violations and photograph**
- **Notify Tenant of any violations and get them to comply**
- **Notify HOA that we're in receipt of violation letter and when we have complied**

### **Trip Fees**

- **The trip fee of \$40 applies anytime we have to go to the property for any reason.**
- **If we can handle via phone, there is no charge.**

