

# RENTAL DEPARTMENT RESIDENTIAL FEE SCHEDULE

## MANAGED PROPERTIES

**Fee – 1<sup>st</sup> months rent then 10% monthly (2<sup>nd</sup> month on)**

### **Find new tenants:**

- Place sign on property (if no restrictions prevent us from doing so)
- Have constant ad in newspaper
- List on MLS
- List on various websites
- Field phone inquires
- Show property
- Review applications (**Application Fee to Broker**)
  - Credit Check (Broker pays a Service Co. for it)
  - Criminal Background Check in Brevard Co. Court & State Sexual Predator Records
  - Check employment or cash flow
  - Check with current Landlord and Prior Landlord
  - Check current residence if local
- Prepare, explain to Tenant, and secure signatures on Rental Agreement
- Perform a written "In Inspection" checklist
- Send out initial Monthly Statement and Rent

### **General Management:**

- Field tenant calls (problems)
- Assign repair personnel
- Collect rent
- Issue Rental Statements monthly/send out rent checks and bills paid (1099's yearly)
- Inform Owner of major problems or need for more funds
- Periodically inspect property
- Issue 3 Day Notices and chase Tenant for unpaid rents (**Late Fees/NSF Fees to Broker**)
- Monitor Tenants that fall behind on rent, initiate eviction process as necessary
- Go to court **at the Owner's expense** for evictions
- Perform "Exit Inspections"
- Deliver Demand On Deposit and other required notices
- Distribute deposits, pay bills, organize and supervise clean ups and work details

**Note:** Properties not kept up by the Owner will be dropped from Management  
\*Apartment Monthly Management Fee is 20% of rent received (on Month 2)

## NON-MANAGED PROPERTIES

### **Find New Tenants –**

**100% of first months rent**

- Includes Incoming Inspection
- Place property on MLS and on various websites
- Paperwork and Funds to Owner

### **Exit Inspections**

**\$150 (\$100 if we placed tenant)**

- Complete paperwork and inspection
- Obtain keys from Tenant and secure property

### **Take on management of property with a tenant in place**

**50% of 1<sup>ST</sup> months rent**

### **Reconstruction/salvage jobs - See Broker**

Owners Signature: \_\_\_\_\_

Date: \_\_\_\_\_