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Property Management Proposal

Property Management fee:

- Only 10% of rental income for full service management
- \$400.00 account establishment fee per home
- \$100.00 leasing fee
- **NO** over-ride on maintenance or repair work
- **NO** management fee until rent is received

What the fee Covers

- **7 day availability** to ensure prompt response for maintenance & repairs, and to show the properties to prospective tenants.
- **Technology at your service:** 4A Properties provides convenient online maintenance requests, secure applications and for listings of 4A Properties available. This will also enable us to create an extensive waiting list for potential tenants.
- **Tenant Screening:** We utilize a full service screening service to help determine the best candidates for your home. All fees are covered by the applicant.
- **Rent Collection:** Rents are typically due on the first of the month with a 5 day grace period. We collect the rent for you and mail it within the first 10 days of the month.
- **We inspect your property:** Before new tenants occupy and upon vacating the property, a full inspection is completed.
- **Maintenance & Repair:** When required, we conduct the appropriate maintenance using qualified in house repair specialists. This reduces the cost dramatically, and allows us to respond on the same business day.
- **Financial Statements:** Statements will be provided monthly with income and expenses. An annual statement will also be provided.
- **Contracts, Forms, Disclosures:** All documentation necessary to protect your interests will be completed by 4A at no charge, (With the exception of Notary Fees).
- **Cleaning Service:** We will coordinate cleaning services for the home upon vacancy.

What the fee does not cover

- **Homeowners Insurance**
- **Association Fees**
- **Mortgage Payment, Property Taxes, Legal Fees**
- **Delinquent Rent Collection Service:** in a situation where the rent is overdue and the tenant does not show signs of cooperation, a collection company will be hired to continue the process. Costs and fees are not included in the management fee.

Investor Signature _____ Date _____