



Our services include:

- Pre-Management Home Inspection
 - Only properties meeting condition standards will be accepted into the management portfolio
 - Move-in ready
 - Must include professional deep cleaning and carpet cleaning at vacancy
 - Lease rate must be a minimum of \$1000/month
- Arranging repairs as needed
 - Full service contractor services available (cleaning, painting, landscaping, maintenance)
- Property Advertising
 - Georgia MLS, company website, extensive internet exposure including Facebook, Trulia, Zillow and over 600 affiliate websites through our corporate relocation network
- Procuring a tenant
 - Includes complete and thorough background check - criminal, credit, employment, rental history
 - This is where we shine! *Getting the right tenant is the most important thing we can do.*
- Lease document execution
- Move-In Process, documented with full inspection checklist
...and for full property management contracts:
- Collecting rent
- Following up if late (we have an excellent on-time rent payment history)
- Handling maintenance issues
 - This is the best time for periodic inspections, directly following any maintenance visits
- Dispossessories when necessary (no additional charge beyond court fees)
- Renewals
- Lease payments and owner draws processed online
- Reports generated quarterly from our management software
- Email, text and phone support for service requests

Here is our fee structure:

- Tenant Procurement 100% of First Full Month Rent
 - Marketing phase, Application Review, Background Screening, Employment and Rental History Verification, Lease Agreement Draft and Execution, Move-In Inspection and Checklist
- Property Management 10% of Monthly Rent
- Lease Renewals 25% of Monthly Rental Rate, one time fee per renewal
 - If current tenant renews lease, includes new lease documents and other program updates as necessary
- Maintenance / Contractor Services Invoice + 10% administration fee up to \$50 cap
 - Owner will deposit \$500 in our trust account for maintenance
 - Minor maintenance issues will be handled and cost debited from this account
 - Major maintenance and repair items will be handled on a case by case basis
 - Owner will participate in the approval process as much as desired for all maintenance
- Selling Commission: In the event that the tenant decides to pursue a purchase of the property, the sale transaction is referred back to referring agent or listing agent if already listed for sale.