



Services & Fees

MANAGEMENT ACCOUNTS

Fee is 8% of the monthly rent. (\$75.00 per month minimum per month)

- Meet with the property owner and view property for rental market evaluation.
- Owner and CPM to sign a Management Agreement Contract.
- Photograph property.
- Market property on our website, Facebook, Twitter, Zillow, Trulia, Craig's List, and other resources as needed.
- Company showing agent will personally schedule and show property.
- Process applications for rental and review with owner.
 - This includes, Credit Report, Unlawful Detainer/Eviction Report, Income & Employment Verification, Current and Prior Landlord Verifications
- Create lease and obtain signatures needed.
- Provide required handouts.
- Conduct move-in inspection with report and pictures.
- Collect rent and late fee when applicable.
- Distribute rent to owner with monthly statement.
- Manage maintenance requests, owner will be informed.
- Provide after-hours service for tenant emergencies.
- A yearly inspection of property.
- Conduct move-out inspection when tenant leaves, collect keys, remotes etc.
- Prepare itemized statement to tenant and refund security deposit

TENANT PLACEMENT ONLY

Fee is 50% of first full month's rent (\$750.00 Minimum)

- Meet with the property owner and view property for rental market evaluation
 - Owner and CPM to sign a Lease Listing Agreement
 - Photograph property
 - Market property on our website, social media, internet etc.
 - Company Showing Agent will personally schedule and show property.
 - Process applications for rental and review with owner
 - This includes, Credit Report, Unlawful Detainer/Eviction Report, Income & Employment Verification, Current and Prior Landlord Verifications
 - Create Lease and obtain signatures needed
 - Conduct Move-In inspection, give Tenant Keys
 - The owner will collect the rent and take care of any maintenance requests as required by law.
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