



## 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
- 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
- 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 during lease renewal appointment
- 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 (\$500.00 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.