

PROPERTY MANAGEMENT SERVICES

1. Collect Rents, Fees, and other charges due from tenant(s)
2. Oversee day to day maintenance and repairs
3. Offer 24 hour emergency service
4. Render all legal notices (violation notices, demand notices, renewals, etc.)
5. Appear in court for Landlord-Tenant & Debt Action cases or cooperate with attorney if found necessary (fees are responsibility of owner.)
6. Execute on summary possession awards
7. Collections on judgments (wage attachments, goods & chattel) when able
8. Final Walk Through with tenants
9. Security deposit disbursements
10. Show property for rent/place on web page/place in TREND® when beneficial
11. Secure applications and credit checks on prospective tenants
12. Sign leases and collect rents and deposits
13. Keep all deposits in a security deposit account at MTB
14. Send monthly statements detailing transactions
15. Send year end statements and 1099s for tax purposes
16. All other day to day management needed
17. We off to you: 24/7 online access to your rental account
 - Option to deposit your funds via EFT
 - Option to collect rents from tenants via EFT

LEASING SERVICES

1. Show property for rent
2. Place property for rent in Trend Multi-List Service when selected
3. Advertise on several rental sites (Zillow, craigslist, trulia, etc)
4. Place on Web Page
5. Allow Agents from other Real Estate Agencies to show the home.
6. Pay commission to other agents if applicable.
7. Secure application and credit checks on prospective tenants.
8. Sign leases and collect security deposits from tenants.
9. Deduct leasing fee from tenant's first month's rent payment.

TENANT SCREENING SERVICE

For those who want to show and manage their own home, we offer help through tenant screening. We can pull credit reports, do criminal background checks, verify rental histories, sign leases and collect the first month rent all for one low fee.

Our fees:

Management Fee: 9 % of the rent per month

Leasing Fee: 80% of one full month's rent for management accounts or one full month's rent for leasing only.

Screening Fee: \$350 (for those not under our leasing/management program)