

Sandra Negron Realty, LLC
315 E Robinson Ave.
Grovetown, GA 30813
706-373-3060
sandranegronrealty@gmail.com

PROPERTY MANAGEMENT SERVICE OUTLINE

1. MARKETING PROPERTY

- A. For rent sign is placed on property.
- B. Advertisement of property for rent submitted to the following agencies:
- C. Property submitted to Fort Gordon Housing Office (www.AHRN.com).
- D. Property submitted to www.sandranegronrealty.com, Zillow.com, Trulia.com, and many more.

2. QUALIFYING APPLICATIONS/SIGNING LEASE

- A. Application is submitted to our office along with application fee of \$40.00 per applicant.
- B. Credit report, paystubs and rental history are obtained, reviewed and verified.
- C. Previous landlords are contacted when possible.
- D. Appointment is scheduled to complete lease and paperwork along with collection of security deposit. Rent is collected at the time of move-in inspection.
- E. Tenant gets all utilities on and schedules move-in inspection with the Property Management personnel.

3. RENT COLLECTIONS AND DISBURSEMENTS

- A. Rents are collected and deposited into our Property Management Escrow Account within 5 business days of receipt. This is a non-interest bearing account.
- B. Between the 10th- 12th day of the month or first business day following if it falls on the weekend all owners' net checks will be disbursed to owners via mail or ACH deposits. Monthly statement will be sent via email or mail. Copies of any repair/maintenance paid invoices will be provided. Any stop payment requested by owner for checks not received (due to loss by postal services or any other reason) will have a fee charged to said owner that is standard for the bank through which the check is issued.
- C. All rents are due on the first of each month by money order or certified check or personal checks.
 - 1. If not received or postmarked by the fifth there is a 10% late charge.
 - 2. If not received by the fifteenth of the month the eviction process begins the following business day. (Be advised- eviction eliminates the problem but does not insure any monies will be collected!). Unless previous arrangements have been made.
 - 3. Should a court hearing become necessary the Broker or his Representative will appear on your behalf.

4. LEASE EXPIRATION

- A. Sixty to ninety days prior to lease expiration owner will be mailed or emailed a form to sign and return to our office stating their instructions in references to releasing the property.
- B. Thirty days prior to lease expiration tenant is advised, by email, of the expiration date and asked to advise us of their intentions to remain.
- C. Upon tenant vacating the property, both tenant and Property Manager will do a thorough inspection of the property.
- D. Any damages beyond normal wear and tear will be deducted from their security deposit with the balance being refunded to the tenant.

5. FEES

- A. A management fee of 50% will be deducted from rent on either the first or second month of renting the property.
- B. An annual management fee of 25% will be deducted when a tenant renews the lease regardless of the term of the lease, i.e. month to month or extended lease.
- C. The other eleven months of the year a management fee of 10% will be deducted or \$75.00 whichever is greater.
- D. If a deposit is forfeited before a tenant actually moves in, 25% of the deposit will be paid to property management for services rendered and the remainder to the owner.

6. SPECIAL SERVICES

- A. We are available sevens days a week and can be reached by the tenant in case of emergency.
- B. We have maintenance people for most repairs needed.
- C. One interior inspections will be scheduled with tenant mid-year of current lease.
- D. We provide 1099's to owners.

I/We have read the above outline and understand the services provided by Sandra Negron Realty, LLC, as well as the fees to be deducted from our monthly rental income.

OWNER

DATE

OWNER

DATE

Sandra Negron Realty, LLC

DATE

