



AssuredPropertyManagement

## BREAKDOWN OF SERVICES

### OPTION 1 – LIST HOME TO RENT ONLY

1. Enter into MLS
2. Place a sign and lockbox at the property
3. Post the listing to Craigslist, Zillow, Trulia and many other websites
4. Show the property to potential prospects (up to 10 showings, \$20 per showing thereafter).
5. Provide a rental application and screen the credit for potential applicants and give you a recommendation as to approve or not approve - your decision
6. If approved, we would write the lease and get it signed by each party.

### OPTION 2 – LIST, LEASE AND MANAGE HOME

All of the above and the following:

1. Seek a rental rate that is acceptable to Owner, while considering market conditions
2. Make the decision as to the qualifications of the tenant.
3. Do a walk through inspection with the tenant and note any items that are not in excellent condition and document with pictures and written report.
4. Provide keys to the tenant and give him utility information
5. Collect rent and deposit and hold the deposit in our escrow account
6. Pay the mortgage, HOA dues and send you the balance in a monthly distribution
7. Set up ACH payments for the tenant and landlords for transferring to accounts
8. Handle all maintenance issues
9. Arrange to have the HVAC serviced twice a year
10. Perform inspections of the property and are proactive as to maintenance issues
11. Send monthly and yearly statements and issues W-9's at the end of the year
12. Oversee repair reserve and contact the Owner for approval if repair exceeds limit
13. Deal directly with the tenant for all issues.

\*Additional fees will apply. This document is a brief overview of the services provided by Assured Property Management. All fees are subject to change.