



MONTE DAVIS REALTY  
GROUP CORP

## Scope of Services

### Leasing Fee – Percentage of One Month’s Rent Based on Management Fee

- Run lease comps and provide owner with recommended rent pricing based on current condition of the property and the comparables
- Market property (Multiple Listing Service and over 20 internet sites)
- Coordinate showings with current residents, if applicable
- Work with other realtors and leasing agents
- Field calls from prospective residents
- Meet prospective residents (if no agent) for showings
- Provide prospective residents with rental applications and screening criteria
- Process applications (includes credit check, criminal background, pet application, employment and income verification, and rental history verification)
- Prepare Residential Lease Agreement and addenda for qualified applicants to include:
  - HVAC care
  - Bed bug addendum and brochure
  - Pet addendum, if applicable
  - Move-out Procedures
  - Wear and Tear vs Damage
  - Move-in Inventory & Condition Form
  - Mold brochure
  - Lead-based paint, if applicable
  - Renters liability insurance requirements
  - Preventive Maintenance
  - Yard Maintenance Agreement, if applicable
  - Recycling brochure
- Collect rent, security deposit, any pet fees, and utility allocation, if applicable
- Meet resident at the property for orientation, provide keys and Tenant Handbook

### Renters Insurance

- All residents are required to provide proof of renters insurance prior to move in.
- Liability coverage for all single-family homes and duplexes is to be \$300,000, and properties with 3 units or more is to be \$100,000.
- Coverage is to be maintained until the lease ends. If renters policy terminates, we automatically enroll them in a liability-only policy.

### Lease Renewal - \$200

- Provide owner with market analysis, determine market rents, verify owner wants to re-lease
- Exterior and interior inspection including video/photos (60-120 days prior to move out)
- Communicate with resident to renew lease
- Prepare an Extension of Residential Lease and obtain resident’s signature
- Advise owner on re-leasing and any maintenance needs

## **Tenant Move-out**

- Set up a combo lock box and make arrangements to get a key from resident
- Discuss and coordinate showing instructions/process with resident
- Re-send Move-out Procedure form (a benefit to all parties as it aims to minimize charge-backs to residents for cleaning/repairs, and we receive the property closer to rent-ready condition)

## **Maintenance Calls**

- Call resident to troubleshoot issue before assigning vendor (owner contacted for approval if repair bid is over \$300)
- Create Work Order (if resident hasn't) to assign vendor and include resident's contact information for vendor to coordinate a date and time that is convenient for the resident

## **Site Visits**

- Exterior photos of complaints, i.e., unkempt lawn, vehicle on blocks, large items left at curb
- Interior photos for complaints such as an unauthorized pet, smoking in the unit, etc.
- Post notices such as a 3-Day Notice for non-payment of rent, or Writ

## **Periodic Property Review - \$99**

- Interior and exterior inspection and report with photos

## **Move Out**

- Exterior and interior final inspection with video/photos for the security deposit disposition
- Recommendations for make-ready items, if necessary

## **Standard Make Ready - 10% of Total Cost at \$2,000 and Above**

- Oversee all work from start to finish
- Coordinate access to the property for vendor bids
- Provide video progress (remodels only) and list of necessary repairs and maintenance
- Provide list of suggested upgrades
- Assist with paint color choices and shopping for products
- Approve all vendor work before payment

## **Home Warranty Contract - \$50 per repair**

- Contact Home Warranty Company to initiate a claim
- Work with vendor assigned by Home Warranty Company

- See claim through to completion

**Home Owner Association (HOA)**

- Communicate directly with tenant re any HOA violation notices
- Send Lease violation notice if HOA violation is repeated
- Share HOA emails with tenants (roof repairs, window replacement, pool closure, etc.)
- **Fee of \$10/mo to manage HOA dues**

**Owner’s Account Set Up - \$100**

- You are to complete an Owner Property Information Form and Lease Information Form
- We will create an owner page in our management system, and you will receive an email to activate your owner portal
- Using the completed Property Information Form, we will create a property page in our management system which includes property details for lease listings, A/C filter sizes, HOA information, Home Warranty Company information, and special maintenance instructions
- Owner shall provide a current W-9 and voided check to set up accounting
- Owner shall provide resident applications, leases, Move-in Inventory and Condition Forms, and a check payable to Monte Davis Property Management to hold the security deposit monies in Trust
- Owner shall provide a check payable to Monte Davis Property Management for \$300 per door as reserves to be used for service charges or maintenance under \$300

**Accounting**

- Rents are collected by the due date according to the lease
- Owners are paid by the 10<sup>th</sup> of each month, and will receive an owner’s statement
- All rents collected after the grace period will be held for five days, and owners would be paid after 5 days to ensure no payments bounce
- Upon request, Owner will be provided copies of all Work Orders, invoices, and other financial reports
- Year-end statements and 1099s are sent by January 31
- Owners will have their own secure online portal

**OWNER APPROVAL**

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(signature)

\_\_\_\_\_

(date)

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(full address of rental property)