



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 Agreement, 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
 - Resident Benefits Package
 - Recycling handout
- 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 - \$150

- Provide owner with market analysis, determine market rents, verify owner wants to re-lease
- 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

Utilities

- Stay in landlord's name while unit is vacant
- MDPM will verify transfer of service to tenant before keys are provided

Tenant Move-out / Prelease (30 days prior to lease end date)

- 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 chargebacks 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, unless an emergency)
- 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
- Follow up with vendors and tenants

Site Visits

- Exterior video or photos of complaints, i.e., HOA notices for unkempt lawn, vehicle on blocks, large items left at curb
- Interior video or 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

Exterior Inspection

- Performed in the Spring and Fall, a report with video and/or photos to ensure your property is being taken care. For example:
 - Trees are 5' away from roof
 - Deferred maintenance
 - Lease violations
 - Gutters are clean

Periodic Inspection - \$99 (generally done 90-120 days prior to lease end date)

- Interior and exterior inspection
- Report with photos shared with owner
- Important to check for general care of the property and lease violations before offering lease renewal
- We contact owners when the time comes and ask if you want us to perform a periodic

Move-in Inspection

- Exterior and interior inspection with photos for marketing (videos for large projects)

Move-out Inspection

- Interior and exterior final inspection with video or photos for the security deposit disposition
- Recommendations for make-ready items, if necessary

Property Awareness / Notices

- Monthly filter change reminders
- Pest control / rodents
- Electricity conservation notice
- Freeze warning / tips / delivery of spigot covers
- Excessive heat warning and tips
- Hazardous weather notice
- Fall maintenance tips
- Covid resources and pandemic updates

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
- Assistance with design and paint color choices and shopping for products
- Approve all vendor work before payment

Home Warranty Contract - \$50 per claim

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

Homeowner 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.)
- We do not manage dues payments

Owner's Account Set Up - \$150 per single unit plus \$75 for each additional unit (unless stated otherwise in the Management Agreement)

- Owner shall complete an Owner Property Information Form and Lease Information Form
- We will create your owner page in AppFolio and notify you to activate your owner portal
- Using the completed Property Information Form, we will create a property page in AppFolio which includes property details for lease listings, A/C filter sizes, HOA information, Home Warranty Company information, special maintenance instructions, and more. For duplexes and multi-family properties, we will also need to create unit pages.
- Owner shall provide a current W-9 and set up payment preferences in AppFolio
- Owner shall provide residents' applications, leases, Inventory and Condition Form, and check payable to Monte Davis Property Management for the security deposit to hold in Trust
- Owner shall also fund their account or provide a check payable to Monte Davis Property Mgmt for \$300 per unit 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 10th 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
- Owner will be provided copies of any documents and/or reports
- Year-end statements and 1099s are sent by January 31
- Owners will have their own secure online portal

OWNER APPROVAL

_____ (signature) _____ (date)

_____ (full address of rental property)