



Thank you for your interest in our services.

Listed below is a summary of our full service property management services on unfurnished, leasable homes with a minimum 13 month contract:

- Free Online Brokerage Advertising
- Upgraded listing photos and a marketing YouTube video on vacant homes
- Leasing and Screening of new potential renters*
- Lockbox Showings
- Lease Extensions
- Monthly collection of Owner funds
- Monthly disbursements of Owner deposits at the end of each month minus owner bills and fees.
- Monthly & Annual Electronic Owner Statements
- Coordination of repairs, emergency repairs, and after hours repairs
- Periodic Preventive maintenance (HVAC, water heater, caulking, grout, granite, stone)
- One free home visit per year scheduled at lease extension
- Periodic Drive by inspections of the managed home
- For exiting Residents moved in by Broker, Broker will handle the Management of tenant move-out, order of services, prepare home for new tenant, prepare last tenants disposition of deposit.
- If needed, coordination of process service and eviction services
- If needed, forwarding of tenant accounts to collections

Areas of Service:

South Reno areas within the following zip codes 89501 (high-rises), 89509, 89511, 89519, and 89521. We may consider a property outside our of normal service area.

Management Fees Choices:

- 10% Unfurnished Single-Family Home, Condo, or Townhome (We do not manage multi-family)
- 15% Furnished Corporate Rental
- 35% Vacation Rental

If Broker is accepting a property that is experiencing major issue(s), Broker reserves the right to increase fees.

Other Fee Information:

- *Leasing Fee is 50% of the rent amount or \$1,000 (whichever is greater)
- There are no mark ups on billing for repair or maintenance charges when using our preferred contractors. We do not work with owner's contractors unless owner wants to pay for the vendor set up fees of \$250.
- Tenant late fees, holding fees, pet rent, and lease termination fees (if applicable) are split 50/50.
- There is a one time set up fee of \$250.00 for each owner account.
- If Broker's office must personally show the home, there is a showing fee of \$350.00. There is no fee for a lockbox.
- Tenant overdraft bank fees, application fees, and tenant administration fees, tenant rush fees, tenant setup fees charged to tenants are kept by the brokerage 100%.
- Broker's hourly rate is \$75.00 per hr for other services not listed above.
- Video Walk-thru's are \$125.00 per video for homes under 3000 sq ft and \$250.00 per video for large homes 3000 sq ft to 5000 sq ft. Anything over 5000 sq ft is billed at \$125 per hr. We hold a video and the tenant is issued a copy of the video. Extra copies of the video are \$25.00
- If you are out of the country and need the management company to handle account bookkeeping including mortgage, property taxes, HOA bills and utilities, the fee is \$50.00 per month.
- If you are an out of the country investor who does not have a US Tax ID, we are required to deposit 30% of your gross income to the IRS monthly, there is a \$50 charge for each deposit we make on your behalf. There is also a \$60 fee paid to the CPA to process a 1042 annually. If you need help setting up a US Tax ID, contact us early on and we can direct you to accountants specialized in this field.
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Expected Turn Over Cost for first time lease:

- A home must be conveyed to a tenant clean, pest free, and in habitable condition with no need for repairs. At least two-house keys, 2 gate remotes (if applicable), 2-3 garage door openers and any clubhouse house key or key cards must convey to tenant at the beginning of a lease.
- There is a one-time re-key fee to re-key all exterior locks when the tenant moves in.
- Cleaning; budget about \$1,000 to \$2,500 for house cleaning, window/screen cleaning (inside & out), carpet cleaning, fireplace cleaning & inspection (if wood burning fireplace available), septic pumping (if applicable), and stone and grout cleaning & sealing, and landscaping clean-up. If a luxury home, double the cleaning cost.
- Moving the irrigation timer to an exterior wall, budget \$200-\$300 to move the irrigation timer. We recommend moving the timer so that you, us or a landscaper will have access to change the water controls at any time if needed to protect the landscaping.
- If your home requires a full interior repaint, the average cost is \$3,500 for a 2300 sq ft home. If painting, DO NOT paint all white or off white and avoid yellows or golds. White and yellow colored walls are not attractive to the Reno market and have longer vacancies. Contact us for recommended colors that are most attractive to the Reno market.

DISCOUNTS in 2018:

- Multiple Properties in the same owner name - Call for current promotion
- REALTOR® Services – If our office is the Procuring Buyer's Agent, there is a 1-2% Discount depending on the home/area and management service procured.

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