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Management Fees:

(Effective January 1st, 2017)

- 10% of all income collected*
 - New Lease Fee: 50% of full month's rent
 - If we do not manage the property, the new lease fee charge is equal to one full month's rent
 - Lease renewal- No Charge
 - Set-up/Start-up Fee- \$50.00/unit
 - Administrative fee charged yearly in December and based on number of units (starting at \$50 per unit, per year)
 - \$50.00/hour for additional reports (minimum 1 hour charge)
- *Management fees cover rent collection and preparing & sending monthly statements.

Maintenance Fees:

- General maintenance- \$45.00 per hour, minimum charge of 1 hour
- HVAC Maintenance-\$50.00 per hour, minimum charge of 1 hour
- Emergency Maintenance- after 5:00pm Monday-Friday, all day Saturday & Sunday and holidays observed by management- \$75.00 per hour
- Lawn Care – Prices based on seasonal rates

Eviction Fees:

- Delivery of 3-day notice \$35.00 (tenant charged \$50.00)
 - Deliver final notice- no charge
 - File eviction with the courts- \$350.00 (included attorney and one court appearance)
 - File writ- currently \$80.00 + court service fee (may change without notice)
- *Properties located outside of Franklin County will be charged a traveling expense of 57.0 cents per mile.

Optional Services Offered:

- One-time Inspection Fee- \$75.00/unit
- Estimate for repairs- \$75.00

**If property is vacant, there is no management fee being charged. Your property is only checked when shown to prospective tenants. Properties may be inspected at above costs.*

Signature

Date