

## **Advertising and Move-In Package 50% of One Month's Rent**

Thank you for considering River Rock Management, LLC to manage your property. We have developed this straight forward **Advertising and Move-In Package** to assist property owners with the initial stage of renting their property. This package covers advertising for the property as well as showings, working with applicants, execution of lease with approved applicant, move-in inspections and deposit, and first month's rent collection. Below are the specifics of what this package includes.

### **Advertising Your Property:**

All advertising for the unit will be handled by River Rock and will feature showing contact information that will come directly to River Rock. Our marketing includes multiple photographs and a description geared toward the rental community.

### **Your property will be advertised on the following websites:**

Multiple List Service (MLS)

The MLS is a real estate database shared by all real estate brokerage firms in the greater Washington DC area. This is where Realtors turn for real-time real estate data, to include rental listings. Also advertised on the following websites:

Craigslist	Yahoo! Real Estate
Facebook	Zillow
Postlets	HotPads
Trulia	RadPads
Oodle	DotHomes

### **Showings:**

A representative of River Rock Management will directly coordinate all showings to potential renters. If the property is occupied we will coordinate with the current resident so that the property is

### **Lockbox:**

A lockbox will be placed on your property to allow cooperating brokers to also show your property.

### **Applications:**

River Rock will charge all applicants over 18 years old a non-refundable \$40 application fee. These funds will be used to conduct credit checks, employment verifications and previous landlord verification. River Rock will then provide a recommendation to the owner for approval or rejection of applicants. Final decision on the approval or rejection of an applicant is at the owner's sole discretion.

**Rejections:**

River Rock will inform any applicants who are rejected.

**Acceptance:**

River Rock will inform applicants of acceptance and initiate lease process, and schedule move-in date and inspections.

**Lease:**

River Rock will execute a lease with the accepted applicant and provide the original copy to the owner and a complete copy to the new tenant. River Rock will also retain a copy of our files.

**Security Deposit:**

River Rock will collect the security deposit and first month's rent as certified funds at move-in and will deposit into the appropriate account. The security deposit will be deposited into our deposit holding account where it will remain untouched until the end of the lease period and move-out inspection.

**Cooperating Brokers:**

In the event that another broker from the MLS service provides the tenant for your property, that broker will be owed a commission of 25% of one month's rent. River Rock will pay the broker the commission and will charge the owner that amount to cover the commission expense.

**Move-In and Move-Out Inspections:**

River Rock will coordinate move-in and move-out inspections with the new tenant. Any pre-existing flaws in the property will be noted at the move-in inspection. At the move-out inspection any damage to the property will be noted and River Rock will inform tenant of expense to repair those damages. Those charges will then be taken directly from the tenant's security deposit. River Rock will inform the owner of damages to be retained from the security deposit to cover repairs and will forward the remaining deposit to the forwarding address left by the tenant. River Rock will forward the remaining deposit to owner or will handle repairs using the collected funds.

**First Month's Rent Collection:**

River Rock will deposit the first month's rent check and deduct all possible charges to the owner from the first month's rent. Those charges are limited to the one time *Advertising and Move-In Package* charge of 50% of One Month's Rent, the management fee of 8%, and any improvements, cleaning, repairs, etc. The remaining balance will be electronically transferred to the owner. Should those charges total more than the first month's rent, the owner will be billed the difference.