

## Marketing Resources...

- A STAFF OF FULL-TIME LEASING AGENTS
- SIGN CALLS
- LEADS GENERATED FROM CURRENT LISTINGS
- NEWSPAPER ADVERTISING
- REFERRALS FROM OTHER BROKERS
- YELLOW PAGES ADVERTISING CALLS
- LARGE TENANT INVENTORY
- MILITARY HOUSING OFFICES
- MONTGOMERY COUNTY OFFICE
- METROPOLITAN REGIONAL INFORMATION SYSTEM MEMBERS
- FREDERICK COUNTY ASSOCIATION OF REALTORS MEMBERS

**We rent our own listings  
over 85% of the time**

## Management Department...

FMC is the oldest and most established property management firm in Frederick County. Founded in 1979, this corporation continues to meet the demands of a growing and expanding region.

The management department is staffed by full-time, licensed, professional property managers. These managers perform experienced comprehensive property inspections, coordination of all maintenance and repairs, lease management and rent collections.

The accounting department is responsible for all the financial details. For your personal convenience, FMC will provide you a detailed financial report monthly, along with copies of all repair and replacement invoices. A year end summary will be available along with a 1099 ready for your own accountant or CPA.

FMC also provides direct deposit banking, mortgage and HOA payments, as well as escrow for taxes.



# Noahs' Frederick Management Corporation

421 West Patrick Street  
Frederick, MD 21701

PH: 301-663-4442  
FAX: 301-620-0728

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## Our Commitment to you...

Noahs' Frederick Management Corporation provides a complete management system which combines our expertise with the actual needs of the client.

As a full service, professional leasing and property management company, our sole full time business is that of identifying good tenants and tailoring a lease to your needs. The protection of the value of your investment is accomplished not only through careful tenant screening and our comprehensive lease agreements, but also by property inspections while your property is tenanted. This assists the tenant in meeting their responsibility as well as keeping you abreast of necessary preventive maintenance needs. You will approve your tenant, but you can take full advantage of our experience, training and knowledge of both law and practice in the area of leasing, as well as our supervision capabilities.

Noahs' FMC is a member of the National Association of Residential Property Managers. This organization consists of a group of real estate professionals who subscribe to a code of ethics and standards of professionalism in property management.

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## The Program...

### Leasing

- Counseling guidance on converting to a rental situation and determining factors.
- Determination of fair market value considerations, value of amenities, and timing.
- Marketing, Promotion and exposure to the marketplace.
- Tenant screening and lease negotiation is thorough, lawful and experienced.

### Management

- Rent collection enforcement with legal action.
- Lease Management with effective responses to questions, and early lease terminations and renewals.
- Refurbishing the home (if and as required) for optimum rent value or to welcome you back home.
- Monthly Financial Reporting with annual summary and 1099.

## Property Management/Fees...

### Consumated Lease Agreement

- One year Lease - 75%
- Two year Lease - 100%
- Three year lease - 125% (Of the first month's full rent)

### Lease only/Non-Management

- Leasing fee is 100% of the first month's full rent plus advertising costs

### Monthly Management Fees

- 8% of all gross rentals collected per month or a minimum of \$50.00 per month
- \$40.00 per month vacant

### Lease Renewal or Extension

- 25% of the first month's rent
- 1/12 of one month's rent for each month if less than twelve months

### Maintenance Fund

- \$250.00 reserve fund and 5% Administration Fee for refurbishing

### Advertising Fund

- \$100.00 (any funds remaining will be applied to the property account)