



## Scope of Services

### **Property Management Services \$75 per month (or \$85 if managing the HOA)**

Screen prospective renters to procure Tenants.

Inspect Owners property when vacant and manage Tenants during occupancy.

List property using the Multiple Listing System (MLS), classified advertising, and electronic advertising.

Work diligently to keep property leased by qualified Tenants.

Sign lease agreements, extensions, renewals and other addendums relating to the leasing of the property.

Orchestrate utility services on Owners behalf.

Collect rent, deposits, fees and sales taxes for property as agreed contractually and/or required by State Law.

Disperse trust funds held on Owners behalf to reimburse service providers for completed work.

Provide monthly direct deposit of rental income to Owners bank account or mail check if preferred.

Option to split Owner income to multiple Owners (ex: Co-Owners of house each want their half of the income direct deposited into their personal account).

Provide Owner online portal access to view account 24 hours a day.

Initiate legal forcible detainers, collection activities and five-day notices for non-payment.

Serve as Statutory Agent for out of state Owners as required by Arizona State Law.

Be available to Tenants during business hours and for after-hours emergencies.

Provide Tenant online account access to make initiating work orders and paying rent convenient & hassle free.

Set up Owner's property as a rental property with the Maricopa County Recorder's Office.

File monthly TPT sales tax returns and collect and disperse monthly rental tax collected to the Arizona Department of Revenue based on the City taxes the property is located in.

Provide monthly Owners Statements to owners.

**Owner Responsibilities**

Meet all obligations to maintain services for the Tenants' full legal use of the property per Arizona Revised Statutes and the Landlord Tenant Act.

Understand Tenants refundable deposits which are Owner held are Tenants' property except in cases of Tenant default or damage caused by Tenant holding harmless of consequences resulting in Tenant action including defaults, damage, or liability.

Maintain a maintenance reserve fund of \$300

**In addition, please be aware**

9 month guarantee on Tenant placement if they do not stay we re-lease it for free (based on a 12 month lease). Keep in mind that we cannot guarantee how long it will take to lease your property, rent collection or proper Tenant usage or behavior.

Making mortgage payments, property tax payments, insurance payments, or HOA payments on behalf of an Owner is not included in the normal scope of services, however we can help you with these responsibilities as an add on service for a fee.

We respect the privacy of our Owners, Tenants and service providers and will not release credit report information to any of these groups. We may provide the Owner with Tenant contact information. This includes providing the Tenant with a 48-hour notice if the Owner wishes to view an occupied property.

We cannot advance funds for the operation of your property. The Owner is responsible for all repair costs, maintenance costs and unforeseen emergency costs.

We will utilize our best professional judgment in matters relating to the leasing and management of your property when we are unable to contact you.

When practical, we will inform the Owner in advance of any single repair in excess of \$300. Repairs in excess of \$300 will require additional Owner emergency reserves and prior written permission unless Manager deems the situation an emergency.

Owners and Property Managers must comply with Arizona State Law, which requires Owners to maintain property to code enforcement standards.

Marketing costs including internet advertising are included in the Leasing and/or Sales Fee.

Homeowners Association(s): due to the difficulty involved in working with some homeowners associations ("HOA") and their affiliated management companies, Manager disclaims (and Owner agrees to permit Manager to disclaim) all liability for any enforcement of HOA rules, regulations or CC&R's and any associated fees, costs or penalties. Manager will work in good faith with the HOA/Management Company, Owner, and Tenant in attempting to comply with requirements.

## **Additional Charges**

### **Annual Fee \$250**

Includes: Provide Owner year-end statement, "Schedule E" report, and 1099 form for Federal income taxes  
File and distribute Annual Vendor 1099's for all maintenance completed on rental for year  
Renew Annual TPT License through AZ Department of Revenue

### **Property Prep Fee/Account Set Up Fee \$250**

Includes: Move-out walk through to assess damage charges to prior tenant  
Assess make ready needs to acquire new tenant  
Establish utilities to make ready house and show prospective tenants  
Arrange vendors to complete the make ready work  
Online account set up-online Portal access  
Set up Owners direct deposit to receive rental income  
Set up or transfer TPT license through AZ Dept. of Revenue to pay rental taxes

### **Leasing Fee 6% of Gross Lease**

Includes: All Advertising-We list your property on hundreds of public and private web sites including MLS and Zillow!  
ARMLS Listing  
Assess make ready needs to acquire new tenant  
Establish utilities to make ready house and show prospective tenants  
Arrange vendors to complete the make ready work  
Showing and screening prospective tenants  
Lockbox in place for outside realtor showings  
We will negotiate the transaction from start to finish and author all of the paperwork you will need  
Writing the lease and all necessary documentation  
Tenant online account set up-tenant online Portal access

### **Renewal Leasing Fee 1.5% of Gross Lease**

Includes: Notifying tenants at 60 days and 30 days prior to lease expiration  
Market rent analysis to determine if a rent increase is appropriate  
Writing the MTM Notice and/or Lease and all necessary documentation  
Serving all Notices as requires by A.R.S.  
Updating file/account with new lease/information both physical file and online

### **Vacant Property Inspections Trip Charge as Needed \$35**

Includes: House visit to assess utilities conservation (AC Temp Set 80, lights turned off)  
Blinds closed  
Make sure property is secure and pool gates latched  
Assess landscaping needs if any  
Make sure trash/recycle bins are pulled from the street if necessary

## Add On Service Charges (Optional)

### **Sales Fee 6%**

Includes: All Advertising-We list your property on hundreds of public and private web sites including MLS and Zillow!

ARMLS Listing

Showing and screening prospective buyers

Lockbox in place for outside realtor showings

We will negotiate the transaction from start to finish and author all of the paperwork you will need

Writing the contract and all necessary documentation

**Bi-Annual Property Tax Payments \$35 per year** *if you provide the tax bills to us*  
**or \$70 per year** *and we will receive the tax bill for you*

We can pay your bi-annual property taxes for you directly from your rental income.

You can either send us the bills or we can update the Maricopa County Assessors records mailing address to receive the invoices for you.

Remember the 1<sup>st</sup> half payment is due on Oct. 1<sup>st</sup> but you have until Nov. 2<sup>nd</sup> to pay without a penalty.

The 2<sup>nd</sup> half is due Mar 1<sup>st</sup> and you have until May 2<sup>nd</sup> to pay without penalty.

Many of our Owners take advantage of this service and really enjoy it.

For those Owners who are out of the Country it may even be a costs saving benefit.

Need a copy of your Property Tax Bill?

Click here <http://mcassessor.maricopa.gov/>

Type in the property address in the box and click the search icon

Click on the "APN" for the property

Click on "\$ View/Pay Tax Bill"

### **Statutory Agent \$75 per year**

We would be happy to be your Designated Statutory Agent for your Residential Rental in Arizona.

Out of state Owners are required by Arizona State Law to have one.

### **Protect Your Assets \$75**

Is your Real Estate Investment House owned as an LLC?

<https://cdmlawfirm.com/>

*Cost to change Owner legal name to LLC on PMA, lease, accounting, 1099 etc. (we charge for changing the Owner name in OUR records NOT the set-up of an LLC, AZ Home Renters does not set up LLC's but we can recommend CDM Law Firm to help you with that).*

### **HOA Management \$10 per month for one HOA, \$5 per month for 2<sup>nd</sup> HOA**

We can pay your monthly, quarterly, and/or annual HOA assessment fees for you from your rental income.

In addition we can be on record as your Management Company with the HOA in order to receive and act on any important notices, warnings, violations, and/or fines.

**Having AZHR manage your HOA Account for you assures that any violations are handled directly with the tenant quickly and fines incurred are paid for by the tenant.**

One less bill for you to keep track of...

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