



## Property Management

256-585-5526

Nancy Carroll, Broker

### How Real Property Management Works

#### Real Property Management will:

1. Screen prospective tenants, to include but not limited to, running credit, eviction and criminal checks, employment verification, references, determining the number of people occupying the premises. If approved will collect a security deposit equal to one months rental amount to be deposited in our security deposit account.
2. Complete a written and/or video inspection of vacant property prior to tenant taking possession, to be kept in file for future reference.
3. Verify utilities transferred, Renters Insurance in place, Execute lease, collect deposit, rents, pet fees.
4. Disburse owner monies, between the 22<sup>nd</sup> & 25<sup>th</sup> of each month to their account and email statement and copies of all paid invoices.
5. Periodic drive by inspections to ensure property is being maintained as required and only pets (IF Allowed) specified on pet addendum to lease are occupying the premises. Pet fee is non refundable for that specific pet.
6. Repairs will be done as needed to maintain the property (except in an emergency) and Management will not spend more than the \$150 in owner's maintenance reserve.
7. Per our Management Agreement, from rental monies collected: (paragraph 6)
  - a. Management Fee is 10% of all gross rents
  - b. Retain 10% of all pet fees, Balance to the owner. Pet fee is \$250 per pet allowed.
  - c. Pay Procuring Agent (One Time Fee Only) (10% of monthly rental amount or \$100 whichever is greater).
  - d. Pay Leasing Agent (each new tenant) (10% of monthly rental amount or \$200 whichever is greater).
  - e. Retain all returned check and late fees

#### We ask owners to:

1. Pay \$100. Set Up & Processing Fee for Property Account. Due at signing of Management Agreement  
**All other fee's due after tenant is secured and can be deducted from 1<sup>st</sup> months rent monies.**
2. Deposit \$150 for Owner Maintenance Reserve to be used for repairs or emergency repairs, to be replenished with rent money and returned to owner when property comes out of management.
3. Pay for locks being re-keyed so tenant has new key to property for security purposes. Management will maintain one key locked in our office in case of emergency.
4. Ensure property and grounds are clean, carpets professionally cleaned, move in ready, prior to tenant.

#### We require of tenants at move out to:

5. Have carpets professionally cleaned and furnish a paid receipt to Management
6. Reimburse Management to have property re-keyed
7. Ensure property and grounds are clean, move in ready for next tenant or owner
8. Complete an exit walk through inspection with Management.

Please email or call with any questions..... We look forward to working with you.

[Nancy@Realpm.biz](mailto:Nancy@Realpm.biz)

(256-585-5526)

1593 Hughes Road, Suite A. Madison, AL 35758  
(Real Property Management has over seven years experience)