

Crane Reed Property Management

Service Packages & Fees

We function effectively at three different levels of maintenance operations: Preventative maintenance, Corrective maintenance, and Routine maintenance. We use preferred vendor contacts and pass the savings on to our clients.

Tier I. RENTAL MANAGEMENT PACKAGE

The Tier I package is a great option for property owners who want to retain complete control over their investment, but don't have the time or resources to find and screen tenants.

Fee: One month's rent once the property is leased and \$350.00* which breakdowns as follows:

1. The basic advertising package which includes, a professional "for rent" signs on the property, as allowed by the community.
2. Upload property onto the Multiple Listing Service.
3. List property on at least three major internet sites: Realtor.com, Zillow, Craigslist, Homes.com, and Trulia.
4. Coordinate showings of the property.
5. Take pictures of the property for all advertising media, as needed.
6. Facilitate credit and criminal screenings on prospective tenants.
7. Negotiate rental terms.
8. Collect tenant deposits and other fees at the beginning of the lease.
9. Deliver a closing package to the owner, which includes a security deposit, statement of funds, and a copy of the owner prepared lease agreement.
10. Coordination of repairs and maintenance at a discounted rate (\$25/hour).
11. Facilitate tenant renewals at a 25% lease rate.
12. Administrative setup and property placement in our system.
13. General office duties of attending to daily telephone, fax, email and correspondence from owners, tenants, and vendors.

Owner hereby desires Agent to perform the duties described in the Tier I Rental Management Package as described herein.

Owner's Initials: _____

Agent's Initials: _____

*Note: additional 2% fee for furnished units or vacation rentals.

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Tier II. RENTAL MANAGEMENT PACKAGE

The Tier II package is the perfect solution for owners who have some time and energy to devote to overseeing their rental property, but don't want to deal with the hassle of the day-to-day operations and the handling of rents.

Fee: 6% of the rental rate, with a minimum of \$60.00/month, plus a leasing fee of 100% of the first month's rent for acquiring, screening, and renting the property, and \$350.00* which breakdowns as follows:

1. The basic advertising package which includes, a "for rent" sign on the property, as allowed by the community, listing on the Crane Reed bulletins and websites.
2. Upload property onto the Multiple Listing Service.
3. List property on at least three major internet sites: Realtor.com, Zillow, Craigslist, Homes.com, and Trulia.
4. Coordinate showings of the property.
5. Take pictures of the property for all advertising media, as needed.
6. Perform credit and criminal screenings on prospective tenants.
7. Negotiate rental terms.
8. Collect tenant security deposits and hold according to Florida statute rulings.
9. Provide tenants with keys and collect them upon departure.
10. Oversee the move-in and move-out of tenants (including inspection sheet).
11. Perform inspections with digital photos of each property prior to tenant move-in and after move-out.
12. Collect monthly rent and all fees from tenants.
13. Coordinate all repairs and maintenance.
14. Provide 24 hour maintenance.
15. Serve tenants with all notices.
16. Provide a 1099 form and an income statement at the end of each year.
17. Facilitate tenant renewals at a 25% lease rate.
18. Provide owner with a monthly traffic report when the property is vacant.
19. Arrange for cleaning service and needed repairs upon tenant departure.
20. Administrative setup and property placement in our system.
21. General office duties of attending to daily telephone, fax, email and correspondence from owners, tenants, and vendors.
22. Initial documented inspection of property with digital pictures and/or video.
23. Organizing utilities to be turned on and off with respect to arrivals and departures.

Owner hereby desires Agent to perform the duties described in the Tier II Rental Management Package as described herein.

Owner's Initials: _____
Agent's Initials: _____

*Note: additional 2% fee for furnished units or vacation rentals.

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Tier III. RENTAL MANAGEMENT PACKAGE

This plan is ideal for the property owner who does not wish to handle the details associated with owning and managing a rental property. With this package, Crane Reed will monitor all aspects of rental and maintenance including inspections and the collection of rents.

Fee: 10% of the rental rate, with a minimum of \$100.00/month, a leasing fee of 100% of the first month's rent for acquiring, screening, and renting the property, and \$350.00* which breakdowns as follows:

1. All the services of the Tier I and Tier II packages plus...
2. Provide owner with a bi-monthly traffic report when the property is vacant. .
3. Send owner a copy of all invoices and work orders with monthly proceeds.
4. Make mortgage, property tax, and home insurance payments, if desired by the owner.
5. During vacancy, perform a monthly walk-through.
6. All day to day operations concerning the property.
7. Monthly tenant billing.
8. Monthly and year-end itemized owner reports.
9. Market value assessment.
10. Legal documents reviewed and updated periodically by legal counsel.
11. Aggressive rent and fee collections using all available legal means.
12. Eviction filing through real estate legal counsel.
13. Direct deposit of owners rent disbursements if requested.

Owner hereby desires Agent to perform the duties described in the Tier III Rental Management Package as described herein.

Owner's Initials: _____

Agent's Initials: _____

*Note: additional 2% fee for furnished units or vacation rentals.

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These package offerings are in addition to and made part of the New Client Property Management Agreement and Exclusive Rental Agreement. In the event there is any conflict between the New Client Property Management Agreement, Exclusive Rental Agreement and these package offerings, the provisions of these package offerings shall govern.

IN WITNESS WHEREOF, the parties hereto have signed this Addendum
on this ____ day of _____ 20____.

Agent: Crane Reed Property Management, LLC

Owner:
Owner 2 (if applicable):

Authorized Signature

Owner's Signature

Authorized Representative Printed Name & Title

Owner 2 Signature (if applicable)