SHC PROPERTY MANAGEMENT

What are the fees, and what's included?

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1. One-time upfront fee of $2000.00 - or ½ month rent on properties with expected gross rent of 4000.00 or more. This fee is non-refundable.
2. 1500.00 for each subsequent lessee.
3. Monthly management fees are as follows. Flat fee of 220.00/ per month on a unit with gross rents of 2000.00-3000.00. 330.00/per month on units of 3000.00-5000.00. 440.00/ per month on units of 5000.00-7,000.00. Special pricing on units above 7000.00 per month.

What is the first step in hiring a property manager?

1. Meet with property management agent to establish owner needs and goals for the rental property.
2. Agent will gather information, inspect property, and complete a comparative rent analysis using comps.
3. Sign Management Agreement formalizing how the property will be marketed and managed by agent.

Tenant Placement Service Only. Owner will manage property after Tenant is placed.

1. One-time upfront fee of 1 month rent.
2. Market property online. Property is syndicated to multiple websites and placed on RealTracs.
3. Organize showings for potential tenants.
4. Review applications: background check, credit check, rental history, job status, income verification.
5. Complete lease signing Tennessee Association of Realtors Lease.
6. Conduct move-in including in person exchange of keys and move-in condition report.

What's included in the Management Fee

1. **Tenant Relations**

a. Complete move-in process and set expectations for occupying the rental property.
b. Collect payments (security deposit, rent, late fees, NSF charges, etc.)
c. Conduct Inspections. We change the air filters monthly or bi-monthly and inspect the property.
d. Answer maintenance questions and schedule/inspect vendor work.
e. Enforce lease violations via warnings, fines, and evictions

2. **Owner Relations**

a. Send monthly statements and send rent payment to owners by the 9th of each month.
b. Address calls/emails with any questions & concerns.
c. Seek approval to schedule and complete maintenance work.

3. **Repairs and Maintenance**

a. Notification of all maintenance work will be sent to owner; repairs over $500 require owner approval.
b. Scheduled repairs will be done through a preferred group of qualified vendors.
c. Maintenance and repair invoices are deducted from owner's prepaid repair fund of $500. Repair funds will be replenished from next month's rent.