

# ***Services for Multi Rental Units***

Flat fee to include:

- Screen potential tenants and process for move in or move out.
  - Collect rent and distribute to Owner by the 15<sup>th</sup> of every month.
  - Manage payment of property bills.
  - Financial & Maintenance Reports provided monthly.
  - 24-hour phone availability with email capability.
  - Perform Inspections of property minimum of weekly.
  - Meet potential and existing tenants.
  - Meet service providers.
  - Verify Tenant information.
  - Provide tenant estoppel letters.
  - Pay and select vendors with reimbursement from the owner.
  - Handle all renters' concerns.
2. The management of the following vendors are included in the Flat Fee, however the cost of the vendor's services will be charged to the property owner.
- a) Landscaping Services
  - b) Water and Electric
  - c) Waste/Trash Removal
  - d) Any Other Property Related Services
3. A separate 10% Management Fee will apply when hiring and managing **Contractors** for any Structure repairs.
4. A Leasing Management Fee for property units will be at one half a month's rent. All expenses involved with advertising and leasing of apartments will be paid by TDSunshine Property Management. Payment due upon signed lease.
5. A Flat Clean up Fee of Apartments will be charged to the Owner and is required prior to marketing vacant units.
6. Other Services provided by TDSunshine Property Mgmt on behalf of the Owner
- a. Process Tenant legal actions (evictions) with the approval of the owner. A processing fee plus court costs will be charge to owner.
7. The owner shall pay all bad debt and necessary legal processing fees.
8. Services not included in normal property management or specified above will be evaluated and then quoted to the owner for approval.
9. All approved Fees listed above will be deducted from rent collected or billed to owner. The management fee is billed on the first of every month for the current month.

**We can customize these services to our client's needs.**