



# 24 YEARS OF PROPERTY MANAGEMENT EXPERIENCE

*\*E & O PEARL INSURANCE POLICY \$1,000,000 COVERAGE*

## **Hands on Property Management**

Full time staff from 8 A.M to 8 P.M and \*after hours emergency service.

\*24 hour EMERGENCY water cut off services to help minimize flood damage from broken pipes or mechanical malfunctions with various valves and cut offs within the water supply line throughout the house.

Extreme transparency and easy to comprehend monthly reports/accounting.

Coordination of regular and emergency maintenance.

**Initial Video of the move-in condition of the interior of the property, mid lease (6 months in) and surrender of the subject property, surveying the condition of the property and storage of all digital information, including multiple photos to ensure inventory condition is accurate.**

*\*Upon Tenants move out notice, we begin to market the property 45 days before the expiration date to minimize vacancy and maximize income on your investment.*

Communicate with HOA as needed in order to stay within compliance of rules and bi-laws.

Repair alerts-Owner notified before repairs ordered.

Detailed and timely, end of year income and expense report for your CPA.

## **Prepare house for optimal showing for prospective tenants and obtain upper end pricing**

Cleaning/maintenance as authorized by owner.

Interior staging with decorator items/accessories to maximize emotional appeal to new Tenants.

Coordinate contractors, repairs and updates to maximize return on investment, if selling.





### **Proven Marketing Strategy**

Listing in North Texas Real Estate Information Systems

Professional multiple wide angle lens photos to present property in its best light. Uploading the greatest number of photos allowed by the hosting company to insure greatest amount of viewers for the subject property.

Streaming video for enhanced viewing online

Postings, advertising and marketing on thousands of websites for worldwide marketing exposure.

We also provide feature sheet for prospective tenant to take, reminding them of highlights and benefits.

Secure I-box technology which allows tracking and security accountability for Professionals accessing the property.

Digital record of time/date and License of Professional showing the property when marketing.

### **Qualifying prospective tenants**

Extensive screening of potential tenants

Criminal background check. Any discoverable convictions of violent or sex offenders.

Employment/Income verification.

Residential history verification. The condition of previous rental properties upon the departure of Tenant being considered. Evictions if any and the story or reason for the eviction.

### **Summary of Tenant Responsibility**

- Tenant is responsible for lawn maintenance including watering (Unless owner elects to include cost in rent).
- Tenant is responsible for maintaining the property in good condition (with normal wear and tear.)
- Tenant is responsible for the first \$75 of repairs after the first 30 days of the lease.
- Tenant pays utilities.
- Tenant is responsible for insuring their personal possessions.
- Tenant is responsible for pest control.
- Tenant is responsible to obey any HOA bylaws that may exist on the subject property.
- Must pass background, residential history and credit check, etc.
- Application for all adults over 18 years.
- Application fee of \$50 (towards background and credit check)





- Security deposit (and pet deposit if pets approved by owner)
- Tenant to provide 45 day notice prior to expiration date if moving out to help minimize vacancy rate.

(See attached promulgated Texas Residential lease for additional details)

**Property Management and leasing fees:**

- ✓ Property management total fee is 10% of monthly rent. There are no HIDDEN or extra fees for coordination of repairs/maintenance issues, or negotiating costs. No hidden fees whatsoever.
- ✓ Our leasing fee is 75% of one month's rent. There are no additional fees for our professional marketing campaign or extensive tenant screening. Percentage of this initial leasing fee is offered to the General Real Estate Professional Community to solicit for a quick occupancy. Minimizing vacancy rates and Maximizing profits from initial investment.
- ✓ There are no additional fees for additional inspections, video and photography records.
- ✓ \$1,000,000 E and O Insurance Policy with Pearl

**Evictions and Small Claim Court Representation Available**

In the unfortunate event of an eviction, the fee is normally \$300 + court costs. At the 10 % level we waive this \$300 fee. We will personally appear before the court on your behalf.

If a Company transfer moves the Tenant early, we will attempt to negotiate a win/win scenario subject to the Owners approval of the outlaying strategy.

Best Regards,

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