

We have been servicing property management clients for over 25 years. Success in property management comes from being a dependable liaison between owners and tenants regarding follow up and communication.

For Owners

Our property management agreement is for 12 months and renews for 24 months at expiration. Property owners or prop mgmt team may cancel contract with 30 day notice w/o penalty as long as property is vacant.

Start up fees for advertising are \$500 onetime charge.

Monthly management fees are 10% -15% of collected rent. Vacant homes is \$50 per month fee.

We have preferred vendors that we work with on a regular basis and get discounted rates for landscaping , cleaning, handyman work, licensed, bonded & insured. Home warranties are recommended.

We keep a "slush" fund on each property of \$150-\$300 for minor repairs so the owners are not bothered with any routine maintenance under \$100.

We collect all rent, disburse fees and mail owners checks by the 10th of each month with an accounting statement. All funds are deposited in a Re/Max Achievers brokerage trust account. (Direct deposit is available)

We will go to eviction court on your behalf, and any NSF fee and attorney fees on collection we take care of with tenant.

For Tenants

We perform credit and background checks on all applicants (paid for by applicant). \$40 per person over 18 years old.

For tenants with credit scores under 650 we require 1 1/2 times normal deposit.

We collect \$250 for cleaning fees (non-refundable) and \$250 deposit per pet (refundable)

We collect a onetime admin fee ranging from 100-250 depending on client check in, check out, paperwork to HOA, ect.

We obtain previous rent/mort payment history and employment verification.

Tenants are responsible for all utilities on long term leases (6 months +).

We handle all collected rent, late fees, and maintenance requests.

Tenants can pay with PayLease, e-check or credit card for easy payment.

Rent is due on the 1st, late at 5:01pm on the 1st.

We follow all rules of the AZ Landlord Tenant Act. (See Attachment)

Upon move out, a thorough inspection is performed and deposit is returned within 14 business days.

I look forward to meeting you!

Jane Lucey

The Lucey Team

Re/Max Achievers