



**REALTY EXECUTIVES  
PROPERTY MANAGEMENT DIVISION  
SERVICES**

Realty Executives Property Management Division offers several options in the services we provide to property owners.

Realty Executives Property Management Division offers full service property management or we can find a good tenant for the property and let each owner be responsible for collecting the rent and dealing with issues that arise during the lease term.

**OPTION 1:**

The fee for finding a Tenant only, is 100% of the first months rent. Services provided for this fee include:

1. Advertising the Property
2. Installing For Rent Signs and a Lockbox on the Property
3. Running a credit check, background check, checking with past landlords, verifying income and employment to use in making recommendations to the owner for each applicant.
4. Arranging for the tenant to sign the lease, rules and regulations, transfer of utilities into tenants name prior to issuance of keys and instruct tenant where to send the rents during the lease term.

**OPTION 2:**

Realty Executives Property Management Division will manage the property for the property owner. The fee for managing the property is 100% of the first month's rent and 10% of each subsequent monthly rental fee. Services provided for this fee include:

1. Advertising the Property
2. Installing For Rent Signs and a Lockbox on the Property
3. Running a credit check, background check, checking with past landlords, verifying income and employment.
4. Arranging for the tenant to sign the lease, rules and regulations, transfer of utilities into tenants name prior to issuance of keys and instruct tenant where to send the rents during the lease term.
5. Collecting the rents each month by the 1st of the month, collecting late fees if tenant is more than five days late.
6. Arranging for repairs to be made as needed.
7. Performing inspections on property throughout the lease period.

Realty Executives Associates Property Management Division also provides preventative maintenance services as needed for a nominal fee. These services include.

1. Annual check up on HVAC units
2. Landscape maintenance
3. Annual fire sprinkler checks for commercial buildings
4. Annual backflow prevention inspections
5. Pest Control Services
6. Irrigation Winterization and Spring Start Up
7. Remodeling and Painting