

## Property Management Fees

- **\$300 Reserve paid up-front**

Will be used to offset maintenance/management/advertisement costs

Balance will be refunded upon end of management agreement

- **Monthly Management Fees**

- Single Family/ Single Unit \$80/mo
- Duplex (both sides) \$120
- Fourplex \$140/mo

These fees will be assessed regardless of property vacancy

- **Tenant Placement**

- **Managed Properties**

35% of the first month's rent

Note: Monthly management fees will be assessed on the first month as well

## Property Management Services

- **Tenant Placement**
- **Advertising** (Please see attached advertising description)
- **Showings**

Prudential NorCal Realty sets showing appointments 7 days a week, at the request of prospective tenants
- **Screening**

We screen prospective tenants using the following information:

  - Credit, Employment and Criminal History
  - Prior Evictions
  - Income Ratio

Please contact us for a detailed description of our tenant requirements.
- **Document Preparation**

We use California Association of Realtors approved lease agreement and disclosures, as well as our own disclosure relating important terms and conditions
- **Move-in**

After screening, document completion and receipt of deposit and initial rent, the tenant is given possession of the property
- **Statement of Condition**

Tenants are required to provide a written statement of condition promptly after obtaining possession of the property.



- **Monthly Management**

- **Rent Collection**

Prudential NorCal Realty collects rents at the beginning of each month, rent payments are considered late if received after the 5th of the month

- **Maintenance Coordination**

We receive maintenance requests from the tenants of the property. If any maintenance requests are required by housing standards or the lease agreement, we effect these repairs immediately. If repairs are deemed optional we will contact you prior to scheduling any work. By contract Prudential NorCal Realty has a \$250 discretionary spending limit for repairs, although we will attempt to contact you if the repair is not in violation of lease or law.

- **Service of Notices**

Prudential NorCal Realty automatically serves 3-day notices to pay or quit at the beginning of each month to any tenants that fail to pay on time. Prudential NorCal Realty will also serve any notices to perform or termination of tenancy if necessary or requested.

- **Monthly Statement and Net Check mailed no later than the 10th**

Prudential NorCal Realty will mail out a statement detailing all transactions on your account, as well as a check for your net rent on the 10th of each month. Copies of any repair invoices for this period will also be included.

- **Tenant Move-out**

- **Notice to Owner of Vacancy**

Upon receipt of a notice to move, Prudential NorCal Realty will notify you of the upcoming vacancy and establish a marketing plan and price for the property



- **Advertisement 2 weeks prior to move-out**

Prudential NorCal Realty will begin advertising the property for rent 2 weeks prior to the expected tenant vacancy. Showings will be dependant upon property condition and tenant occupation.

- **Post Move-out Walk-thru and Statement of Condition**

Prudential NorCal Realty will perform a walk-thru after a tenant has vacated your property and will provide you both a statement of items to be charged against the tenant's deposit, and a list of recommended repairs or improvements to the property to make it appealing to incoming tenants.

- **Disbursement of Tenant Deposit**

Prudential NorCal Realty will hold and disburse the tenants deposit as instructed at the end of the tenant's tenancy.

## Vacancy Marketing Description

Thank you for allowing Prudential NorCal Realty Property Management to manage your investment! Please take a moment to familiarize yourself with our marketing procedures and all of the avenues available to you when we search for a tenant for your property:

- **Signage on Property** - Prudential NorCal Realty will place a sign on property and place a directional sign if your property is hard to see/find. Please contact our office immediately if you do not want a sign placed on your property. If there is a specific location that you would like our sign to be, please contact us and we will be glad to accommodate you as best we can.
- **Internet** - Your property will be displayed on our internet site, [www.PrudentialNorcalRealty.com](http://www.PrudentialNorcalRealty.com) with detailed information and multiple pictures. We advertise this site heavily on the Google and Yahoo! search engines. We will also advertise your property weekly on [craigslist.org](http://craigslist.org), a national advertising cooperative.
- **Showings** - We schedule showings to prospective tenants 7 days a week during daylight hours. These appointments are dependent on the availability of our staff and showing personnel. We have the capability of holding your property open for an extended period of time on a weekend day, but there is an additional cost. Please contact our office if you are interested in scheduling something of this sort.
- **Sacramento Bee/Print Advertisement** - We will gladly run an advertisement for your property in the Sacramento Bee, or any other print media that you request, but you will be responsible for the cost of the advertisement.

If there are any other marketing possibilities that you would like to explore, please contact us and we will be glad to discuss them. It is our goal to rent your property as quickly as possible to a high quality tenant, and we will gladly consider any ideas that you may have.

## Contact Information Update

Please complete this form and return it with your new contract

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

## Payment Address

Complete this section if you would like your check sent to a location  
other than your home address

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_