

Preferred Property Management, LLC
P.O. Box 2162
Parker, CO 80134-2162
720-842-1833 Office/720-851-8971 Fax
www.rentalpropertiescolorado.com



**PREFERRED
PROPERTY
MANAGEMENT**

Listed below, please find a simple outline of the services offered by Preferred Property Management, LLC.

Full Management Services:

- 10% of each months rent. Flat Fee, includes the following services:
- Collect Rents.
- Lease signing services.
- Provide maintenance service coordination.
- Monthly drive-by surveys.
- Properties photographed and surveyed prior to each occupancy.
- Tenants screened, based on credit, income, employment, and landlord references.
- Management fees deducted from rents.
- E-mailed Monthly Statements including accounting of all expenses for the current month.
- Hard copy Quarterly Statements and receipts, sent via US Mail.
- 24 hour Emergency Services.
- Owner pays utilities, mortgage/rent, and advertising while properties are vacant.
- Owner pays advertising while unit is vacant.

- Start up fees:**
 - \$75.00 Administrative fee. Required up front. 90-day minimum contract then month-to-month thereafter.
 - \$500.00 Owner .Petty Cash Fund.. Terms negotiable- \$250 up front and \$50.00 monthly payments until met. Owner owned funds. Funds are used for services, maintenance, and advertising.

Standard Advertising: *Owner expense, when unit is vacant. Expect a minimum of \$150.00 per month.*

- Internet ads- may include, but are not limited to, any or all of the following sites:
www.ColoradoDreamHomes.net www.Rent.com www.forrentbyowner.com
www.Places4Rent www.Homes4Rent.net www.Rentclicks.com

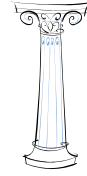
May include, but are not limited to, any or all of the following publications:

- Your Hub, Thrifty Nickel and Parker Chronicle.
- Optional ads . Rocky Mountain News, Post News Classified.
- Free In-House Listing with distribution to over 100 Metro Brokers Offices.

Not Provided or Charged For:

- No Lease-Up fees.
- No management fees charged for vacant properties.
- No minimum monthly charge.
- No maintenance up-charging or additional fees, mark-ups, or kickbacks from vendors.
- No repairs or remodeling that require a building permit.
- Will not accept new properties into our inventory that require more then \$500.00 in repairs.

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Place Tenant Only Services: *Preferred Property Management will endeavor to find a .Ready-Willing-and-Able tenant.*

- Properties photographed and surveyed.
- Tenants screened, based on credit, income, employment, and landlord references.
- Owner pays utilities, mortgage/rent, and advertising until a tenant is placed.
- Owner pays 3/4 of one months full rent (Advertised Amount) for ready, willing, and able tenant.
- Start-up fee: \$500.00. If services are canceled prior to tenant placement, fee is 1/4 of one months rent.
- Owner pays advertising.

For Rent or For Sale:

- Can market your property For Sale or For Rent. Which ever contract comes in first.
- Preferred Property Management, LLC. **can** list your property For Sale. Please, contact our office for an Exclusive-Right-To-Sell Contract.
- Willing to work with other listing agents.

Vacation Relief:

- Collect Rents.
- Provide maintenance services.
- 8-12 weeks only. More than 12 weeks, (please see full management services).
- 25% of each months rent.
- Can advertise and place tenants, (please see Place Tenant Only service).
- \$500.00 petty cash fund (Owner owned funds. Paid prior to start date).

Eviction Services:

- Proper filing of Notice demanding payment or possession of the premises.
- Process serving - \$50.00 per serving in Douglas County
- This does not include Servings, Collection, Attorney, or Court Fees.
- Certain circumstances, we will require you to hire an attorney.

Tenant services:

- 24/7 Emergency Maintenance Services.
- Easy pay options.

Experience:

- Family owned and operated business.
- Active Members of NARPM (National Association of Residential Property Managers).
- Licensed Realtor.
- Specializing in Single Family Homes. Town Homes, Condos and Duplexes.