

# Coldwell Banker Rental Property Management (R.P.M.)

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## Service Fees

- Professional Service fees to RPM Rental Property Management are structured to fit your property and occasionally vary from the below rates dependent on the type, condition, location and rental rate

Our monthly management fee:

- 8% of the gross rent collected (\$65 minimum fee)

Start up monies required at Commencement of the Agreement

- Start up fee of \$175 for clerical (check made out to **RPM**, this is our general account), \$150 pre approved for emergency repairs (Check made out to **CBRPM**, our Trust account) and  $\frac{1}{2}$  of the first full months rent.

Some important items to consider when comparing our fee structure to any other management company:

- No hidden fees, everything disclosed up front
- Minimal start up fee of \$175
- No termination fees after the first year
- No mark-ups on repair bills. We coordinate the contractors, you authorize the repair and pay the contractors directly (unless otherwise agreed to in advance) no surprises!!

## **Leasing**

- Advertising of available properties through corporate referrals, Realtors, MLS, the Internet, yard signage.
- Carefully screen tenants through researching and verifying prior landlords, employers, credit bureaus and checking for criminal background.
- Our lease agreement was written to protect the Owners interest and Attorney approved.
- We negotiate the lease terms without you being on the front line with the prospective tenant.
- We initiate and coordinate eviction action, appear in court, secure the property after Sheriff lock out
- Full time leasing staff to answer prospective tenant questions and personally show them the property.

## **Maintenance**

- Supervision of property repairs & maintenance.
- We keep Owners best interests in mind, not the tenants.
- Only qualified repair companies are allowed to work on properties. Each pre-selected by RPM to ensure fair pricing and quality workmanship.
- Competitive bidding on major repairs requiring Owner approval before authorizing.
- 24 hour phone service for emergency repairs.
- Periodic property inspections to ensure everything is in order and the tenant is in compliance with the lease agreement.

## **Accounting**

- Collection of monthly rent when due.
- Monthly checks sent no later than the 10th business day of each month.
- Monthly statements mailed with check.
- Monthly statements include original invoices of any repair work completed.
- End of year account summary statement for assistance in tax preparation.
- All expenses reviewed and paid on time.
- Prior notification on major expenses and repairs.
- Notification on any changes in local laws affecting investment property accounting standards.

## **Our Guarantee**

- If you are not 100% satisfied with our services at any time, for any reason, cancel us, no questions, no penalties! Ask the competition if they have a guarantee like ours.
- We will earn and keep your trust and loyalty.
- We will minimize your personal time, stress and aggravation, while maximizing your properties potential.
- We will be here when you or the Tenant need us.