

Expert Team Property Management, LLC

List of Services and Fees

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Expert Team Property Management, LLC

Much of our work is centered around our staff successfully communicating with property owners, tenants, contractors, creditors, insurers, attorneys, code enforcement, planning and zoning and home owner associations—just to name a few.

MANAGEMENT DIVISION

MANAGEMENT FEES

Management fees are charged on a percentage basis as the rent is collected. Management fees are for our services in connection with:

- Attending to daily telephone, email and fax inquiries.
- Timely rent collection.
- A property manager on call 24 hrs a day, 7 days a week, 365 days per year.
- Organizing keys for viewings, inspections and repair vendors.
- Attending to payment of various property expenses.
- Collection of late rent through various legal means.
- Lease enforcement with tenants.
- Hand deliveries of notices to tenants as necessary.
- Attending to correspondence.
- Organizing maintenance repairs and quotes.
- Oversee filing of evictions if necessary.
- Attending court evictions if necessary.
- Preparing monthly statements for property owners.
- Preparing annual yearend income & expense statements and IRS 1099 Forms.
- Liaison with homeowner or condo associations if applicable.
- Organizing utilities to be turned on and off when required.
- Conducting annual rent reviews.
- Regular follow up with maintenance contractors.
- Periodic visual inspections of the property to ensure lease compliance.
- Processing notices to vacate or to renew a lease term.
- Liaison with insurance companies, when authorized.
- Conducting move-in/move-out inspections.
- Lodging security deposit claims, when necessary, in accordance with the Florida Landlord Tenant Laws, F.S. 83
- Liaison with and assisting sales brokerage firms.

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MANAGEMENT FEES (continued)

- Maintaining a staff of highly skilled and trained professional property managers who answer our phones to conduct business during normal business hours.
- Maintaining a professional office overhead with the latest in technology and property management tools.
- Constant ongoing training and cutting edge knowledge of our industry.
- Expert Team Property Management are licensed Florida Real Estate Agents.
- Direct supervision by company owner who is a member of National Association of Residential Property Managers (NARPM).

Additional Benefits Included in MANAGEMENT FEES:

TENANT SCREENING

We take tenant screening extremely important by working with the nation's largest resident screening company to help lower our landlord's delinquency rates. This service searches the industry's largest database of landlord-tenant court records from over 2200 courthouses looking for evictions, unlawful detainer, failure to pay rent, and property damage. Credit checks, multi-state criminal and sex offender searches are done on every applicant.

We then utilize a powerful, high tech, high speed-screening tool that integrates the information from the landlord-tenant database, credit checks and the consumer's application into a validated scoring model to help determine the risk of renting to an applicant based on our preset standards.

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LEASING DIVISION

LEASING FEES

Leasing fees are for our services in connection with:

- Arranging, placement, recording and administering advertising and signage.
- Arranging, taking and saving photographs of your property.
- Uploading photos and property information to the various Internet sites.
- Arranging and conducting showing appointments with prospective tenants.
- Keeping the property owner informed of showings and rental activity.
- Administering lease applications and processing applications for tenancy.
- Tenant screening via credit reports, eviction searches, criminal background check, verification of former landlord references and employment verification of applicant.
- Negotiating the terms of the lease with prospective renters.
- Organizing the new lease agreement and processing items necessary for new residency.
- Conducting the lease closing in person with tenants, processing of lease, including:
 - general information and providing rules and
 - tenancy regulations to new tenants.
- Registration and activation of the tenant's rental payment system.

LEASE RENEWAL FEES

Leasing renewal fees are for our services in connection with:

- Extending tenancy for an additional year of rental income for the property owner.
- Avoiding vacancy as much as possible.
- Preparation of proper lease renewal documentation.
- Review of market rents to adjust rents on lease renewals.
- Timely renewal notices to tenants, per Florida statute, F.S. 83.

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Current Fee Schedule (subject to change):

MANAGEMENT FEES:

- 10% of monthly rent

LEASING WITH 1 YEAR PROPERTY MANAGEMENT AGREEMENT:

- 75% of One Months Rent

LEASE RENEWAL FEES:

- \$150 per year

HOME WATCH for VACANT HOMES: Physically inspect property every 2 weeks. Pick up yard debris, bugs, etc., flush toilets, report any items needing attention.

- \$50 per month

ADDITIONAL SERVICES

PROPERTY MAINTENANCE

Lawn Care for standard size lots: mowing, edging, trimming, weed control and includes trimming of shrubs, bushes and plantings - \$100 per month.

Weed and Pest Control for Lawns: (TBD)

Pool Care: including chemicals - \$75 per month

Interior Pest Control: TBD

Services and fees can be tailored to meet the individual's needs.

Fees may vary depending on the specific property.

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