

Management Programs & Rates for Single Family Homes

<u>Management Services</u>	<u>Silver</u> \$45.00*	<u>Gold</u> \$65.00*	<u>Platinum</u> \$75.00*
Rental Market Analysis		X	X
Advertising & Marketing	X	X	X
Titan Website	X	X	X
Basic For Rent Sign	X	X	
Titan For Rent Sign Professionally Installed			X
Showing/Leasing by Property Manager			X
Tenant Screening		X	X
Comprehensive Legal Forms		X	X
Collect 1st Month Rent, Deposit, & Application Fee		X	X
Monthly Rent Collection & Enforce Lease			X
Eviction & Legal Services			X
Distribute Owner Funds			X
Accounts Payable			X
Monthly Accounting Statement			X
Complete Move-In Inspection		X	X
Complete Move-Out Inspection			X
Property Maintenance			X
24-Hour Emergency Services			X
Periodic Drive-By Inspections			X
Annual Rental Market Analysis to Increase Rents			X
Prepare End of Year 1099			X

*Rates are subject to change from each office for Management Programs.

Service Fee

Our Silver and Gold Package Service Fees are a one time Service Fees and is due at the time of signing your contract.

Our Platinum Package Service Fee is a monthly fee which includes FULL services. Your first month's Service Fee is due at the time of signing your contract and the remaining monthly Service Fees will not be collected until vacancy is filled.

Leasing Fee

Leasing Services & Fee is not available with the Silver Package.

Leasing Fee is an additional one-time fee in our Gold & Platinum Package which is due at the time when vacancy is filled. Please call 916-483-7300 Sacramento Office or 530-743-8350 Marysville Office or Click [HERE](#) to email us to inquire on pricing for Leasing Fee with a Property Manager.

Rental Market Analysis

We determine your rental rate by your property condition and research market rents in your area to establish a fair market rental value. We also offer a survey of recommended repairs so you will receive the maximum rent while minimizing your liability exposure.

Advertising & Marketing

We utilize all available resources and state of the art technology to advertise vacancies including this and other web sites like RentClicks, Craigslist, etc., classified ads in local newspapers, yard signage and referrals.

Titan Website

Basic For Rent Sign

Titan For Rent Sign Professionally Installed

Showing/Leasing by Property Manager

We will take all the prospective calls and our Property Manager will show your property until the vacancy is filled.

Tenant Screening

We handle ALL prospective tenant calls and our rental application is designed to obtain complete information on each applicant above the age of 18. References are checked through credit reports, former landlords and employers within the past 2 years.

Comprehensive Legal Forms

To offer you maximum protection, our leases are California Association of Realtor (CAR) forms and comply with all state and federal laws. Included with the Rental Agreement are all necessary disclosures.

Collect 1st Month Rent, Security Deposit, & Application Fee

We will collect your 1st Month's Rent, Security Deposit & Application Fee. We will disperse the 1st Month's Rent minus any Leasing Fee (if applicable) and Security Deposit once the vacancy is filled.

Monthly Rent Collection & Enforce Lease

We will collect monthly rent and enforce the lease by posting any notices if necessary. Our accounting department will enforce and collect any Late Fees and Non-Sufficient Funds (NSF) Fees if necessary.

Eviction & Legal Services

Our rent collection policy is fair but firm. We take immediate action to protect your interest should delinquencies occur. In the event legal eviction is necessary, we can coordinate with our attorney all aspects of the eviction process.

Distribute Owner Funds

Our Accounting Department will disburse owner funds by the 10th of each month with a monthly statement detailing all activities on your property.

Accounts Payable

Our Accounting Department will pay any bills related to the property and keep a detailed record of your expenses.

Monthly Accounting Statement

Our accounting and record keeping systems are totally computerized with state-of-the-art software and hardware for accuracy and efficiency. You will receive monthly statements detailing all activities on your property. At year-end you are provided with complete information for income tax purposes.

Complete Move-In Inspection

A detailed Move-In form is completed to record the property condition at tenant's Move-In. All legal means are used to hold the tenant financially responsible for any damages beyond normal wear and tear.

Complete Move-Out Inspection

A detailed Move-Out form is completed to record the property condition at tenant's Move-Out. All legal means are used to hold the tenant financially responsible for any damages beyond normal wear and tear. We will take the necessary actions to deduct any fees from the tenant's Security Deposit.

Property Maintenance

We handle ALL maintenance requests from tenants and are on call for emergency repairs utilizing our network of qualified and reasonably priced service providers. There is an additional charge for handling routine repairs or maintenance on your property and a nominal fee for coordination of major renovations or multiple bids.

24-Hour Emergency Services

Emergencies happen and we are "on the spot." Our on-call emergency service is available 24 hours a day, seven days a week. An Emergency Service Number is provided to all tenants for after hour emergencies.

Periodic Drive-By Inspections

We perform random drive-by inspections to insure that your home is being properly maintained.

Annual Rental Market Analysis to Increase Rents

We will evaluate the rent rates once the lease has expired to insure that we are charging market rent for your property. We will advise you if there are any necessary changes that need to be made on the lease.

Prepare End of Year 1099

Our Accounting Department will disburse owner's funds along with a detailed report by the 10th of every month. If you would like, we can deposit your check directly into your bank account and forward your report to you.