



ROBERTA
FLANAGAN
REALTOR, INC.



RANCHES • HOMES • INCOME PROPERTY



Complete Property Management

Cost:

Initial cost to set up continuous Property Management is \$600.00 per home, non refundable. This includes advertising in the local newspaper, The Merced Sun Star. Our service fee per month is 10% of the rental amount, taken out after the rent is deposited into your Trust Account.

Servicing:

Each month we collect rent, drive by to do a visual inspection of the front exterior and yard, if necessary we send the tenant a notice to take care of any issues noted.

We will pay expenses out of your account such as mortgage payments, utilities, yard maintenance, repairs and general maintenance. If for any reason the tenant is responsible for any damage to the property we will make efforts to collect a reimbursement for you, or turn the tenant into collections on your behalf.

Each month we will send you a statement of account showing your income and expenses, if proceeds are available and you choose so, we will mail them with this statement, or direct deposit to your bank account.

Tenant Screening:

When showing property, we check out keys after obtaining a copy of a driver's license or State ID and phone number. We also note the date, time and property address.

If a prospective tenant is interested we give them an application, which they are required to complete and return. We then run a credit report, do rental and employment verification to determine if they meet our qualifications. We also require that their combined gross income is 3 times the amount of the rent. It is your choice if you want to be involved with this decision process.

At time of move in & move out we do a walk through with the tenant to determine the condition of the unit. If there are any repairs or cleaning needed due to the previous tenants neglect, these will be handled before a new tenant moves in and these amounts will be taken out of the former tenants Security Deposit.

If you have any questions please feel free to call, (209) 723-4337.

Thank you,
Property Management