



# Property Management And Leasing Options

REAL ESTATE SERVICES | PROPERTY MANAGEMENT | ASSET MANAGEMENT  
WE CATER TO EACH HOMEOWNER'S INDIVIDUAL NEEDS & SPECIFIC REQUESTS



We offer rental property owners three levels/options for property management and leasing services

## **A: Full Management Option:**

- **LAWS, RULES AND REGULATIONS:** We will provide you, the owner, with a copy of the "Delaware Residential Landlord-Tenant Code" handbook. Owners must produce from their respective municipality, HOA or condo association proof of permit to rent.
- **INITIAL PROPERTY INSPECTION:** We will visit your rental property and make sure it is "marketable". We will visually inspect both interior and exterior to make sure the property is in good shape, and make appropriate suggestions as warranted.
- **MARKETING:** We use the most effective online marketing tools to draw prospective tenants to your property including Zillow, Rent.com and Trulia, to just name a few. We utilize high quality photos and descriptions to feature your home in the best light!
- **TENANT SCREENINGS:** Our tenant screening process is comprehensive and includes the following: Tenant screening is done online and will include income verification, credit review and a criminal background check.
- **THE MOVE IN PROCESS:** Secure signed agreement. Ensure transfer of utilities. Collect all required deposits. Require tenant walk-through upon move-in. Require tenant to purchase Renter's Insurance and produce a copy of their declaration page.
- **MONTHLY RENT COLLECTIONS:** We will handle all monthly rent collections. This will include a secure online portal for your tenant to access if they choose. The tenant portal gives tenants a simple, secure way to make monthly rent payments-which, in turn allows the owner a more timely avenue to access their funds.
- **MANAGEMENT PROPERTY SPECIFICS:** We handle property issues that may arise on a 24/7 basis. We have a list of approved vendors who will expedite any unforeseen issues. For your peace of mind and to help defray costs, we encourage you to obtain a Home Warranty for your property. If you need assistance, we can recommend Home Warranty vendors for you.

### MOVE OUT AND RE-LEASE OPTION:

We will notify you 90 days prior to the lease renewal date to facilitate either a new lease for the existing tenant with the appropriate modification of new terms and rental rate, or we will facilitate the move out process for the current tenant, and will inspect the unit for damages.

### FULL MANAGEMENT FEES:

The Leasing fee is a one time fee, equal to one month's rent, and is charged each time a new tenant is secured. A 10% monthly management fee is deducted out of monthly collected rent.

We have selected a thorough, secure and user-friendly online management system that will allow the owner to navigate and access all pertinent documents and transactions. This platform will also include a 1099 end of year form.

## **B: Non-Management Option:**

- **INITIAL PROPERTY INSPECTION:** We will evaluate your rental property to ensure that your property interior as well as exterior is in a marketable rental condition.
- **MARKETING:** We use the most effective online marketing tools to draw prospective tenants to your property including Zillow, Rent.com and Trulia, to just name a few. We will also coordinate all showings.
- **TENANT SCREENINGS:** We will assist with the application process. On line application process will be available as well. We will conduct income verification, credit review as well as criminal background checks. We will collect and produce all deposits to the owner(s).
- **PREPARE RENTAL AGREEMENT:** We will prepare the required rental agreement and obtain all required signatures.

### NON-MANAGEMENT FEES:

The Leasing fee is a one-time fee, equal to one month's rent, and is charged each time a new tenant is secured.

**C: Owner Assistance Program:** Owners agree to secure their tenant(s) on their own without assistance from The Lisa Mathena Group. We will assist the owner in preparing the lease documents as well as other services outlined below, at the corresponding fee schedule:

- Rental Application Process - \$100.00
- Lease Preparation - \$200.00
- Lease Renewal - \$300.00
- Modify Lease (add/remove tenants) - \$100.00

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