

PROPERTY MANAGEMENT SERVICES & FEES

CENTURY 21

Link Realty, Inc.

INITIAL FEE

FOR JUST \$150.00 WE CAN BEGIN MARKETING YOUR PROPERTY TODAY, WITH NO ADDITIONAL FEES UNTIL WE FIND YOU A TENANT. Once your property has been leased, our fee is 50% of the first full month's rent and 10% of the monthly rent there after.

Our set up fee covers the following:

- On-going ad in local newspapers including The Tampa Tribune and www.TBO.com
- Enter the listing in the Multiple Listing Service (MLS) system to make accessible to over 15,000 members working with prospective renters.
- Place multiple photos and detail information about your property on our company web site www.linktorentals.com
- Place multiple photos and detail information on the Armed Forces Relocation Housing Network (www. ARHN.com) servicing Mac Dill Air Force Base housing.
- Schedule showings of your property to as many prospective tenants as possible.
- Extensive screening of all prospective tenants, including credit history, employment and income verification, previous rental history and criminal background check including out of state.
- Compile a walk-thru checklist prior to tenant occupancy.
- Provide the owner with a DVD and digital pictures of the entire properties interior and exterior prior to tenant move in.
- Arrange for any require maintenance prior to move in.
- Prepare a 1-year lease, with copies for tenant and landlord.
- Arrange for tenant instruction, if necessary, regarding pool, appliances, yard, etc.
- Assist tenants with utility hookups.
- Hold security deposit in our non-interest bearing account until move out.

MANAGEMENT FEE

Our 10% leasing fee include the following:

- Collecting monthly rents.
- Handling requests for repairs and maintenance.
- Arrange for repairs up to \$500.00 (or more in an emergency situation) as previously agreed with owner.
- Arranging and making payment for required repairs or maintenance work.
- Paying to owner amounts received in excess of required disbursements.
- Providing owner with fully itemized and computerized monthly reports and year-end accounting statements. (1099's)
- Handling HOA registration and violation notices including county violations.
- Arranging tenant notices and evictions when necessary.
- A final inspection, move out photos and closing statement, upon tenants vacating the property.

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