

# Property Management Services

## ***Tenant Acquisition services include:***

Listing Property for Rent  
Marketing / Placing in MLS / Signage  
Virtual Listing Service/Internet \*\*  
Electronic Lockbox  
Applicant Interview  
Applicant criminal/sex-offender & background check  
Applicant credit screening  
Owner Approval Process  
Lease and Contract to Lease Documents and any other Documents necessary to Leasing.  
Lease Signing  
Collection and handling of advanced rent and security deposits

## ***Property Management services include:***

Unit rental preparation (may include additional costs)  
Intake Pictures and or Video of the unit prior to Tenant Move-in  
Initial Walkthrough of Property with Tenant and property move-in sheet for files  
Rent Collection  
Payment Disbursements – Checks to owners or direct to bank account  
Maintenance requests - 24/7  
Coordination of all maintenance and repair services  
    Locating Vendors  
    Obtaining up to 2 estimates for services for jobs over \$250  
    Schedule work to be done  
    Open the property to complete service  
Tenant relationship coordination and mediation  
Tenant Relationship calls made every month, making the Tenant know we care, and helps to keep  
    Tenant retention longer than 1 year, promotes tenant retention, higher occupancy rate and less turnover.  
Monthly Property Inspections and Report to Owner(s)  
Air Handler Filter checked and replacement as necessary  
Yearly statements upon request  
Annual 1099's if requested  
Eviction / Collection Proceedings initiated if required  
    (For more information about evictions, see below)  
Move-out processing including walkthrough, security deposit, picture and/or video prior to Move-out  
    recommendations and processing

## ***SHORT-TERM LEASES:***

Tax collection / payments to owners  
Scheduling of Basic cleaning before/after move-ins

## **Fees**

### ***Long-Term (12 months or more)***

Tenant Acquisition: 1/12 of Yearly Lease Amount (1 months rent)  
Property Management Services: 10% - 15% - 20% per month based on your needs.

### ***Short-Term (6 months or less)***

Tenant Acquisition and Property Management Services: 20% of total lease.~

### ***Custom Rates available for special situations***

~ All properties will have a service fee of \$50. per month while vacant / short term rentals only~

\*\* Virtual Tours Available at Owners expense

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## **In Case of necessary Eviction:**

These instructions apply to residential eviction for non-payment of rent.

All landlords/owners should read and become familiar with Chapter 83, Florida Statutes.

Effective March 31, 1992, "A landlord's agent is not permitted to take any action other than the initial filing of the complaint, unless the landlord's agent is an attorney." (Sec. 83.59(2), F.S.)

**For this reason, we use a law firm located in Bradenton, Barnes Walker that specializes in Tenant/Landlord Law and Evictions.**

**For more information on our law firm, please**

**<http://www.BarnesWalker.com/Frame%20Page-Home.htm>**

# Seasonal/Absent Owner Services

**Poe & Associates Property Management** offers three-levels of management services for our Seasonal and short term resident/owners: Silver, Gold and Platinum. These services are provided at a monthly cost and contain specific services. Additional services can be added to any package at a pre-determined price from our Ala-Carte List of services. All service charges are in addition to any direct cost for materials required to provide services. All services will be provided under a property management agreement, which will detail out responsibilities of each party, maintenance fund requirements and expectations.

The following are the basic monthly services and associated management fees:

## Silver

**\$99/per month**

- Inspect premises (inside and out) for obvious repairs, pest or damage
- Air out the home monthly
- Flush toilets to prevent stagnant water.
- Change A/C filters – filters to be provided by owner or billed at cost plus service fee.
- Help complete mail forwarding paperwork (leave and return).  
Mail pickup with authorization from Post Office just prior to returning into town.
- Coordinate service providers and ensure that job is completed to satisfaction.
- Respond to one alarm call per month as required. Security provider to be notified to contact us directly or via owner.
- Provide access to property per written owner's instruction to authorized personnel. One per month.

## Gold

**\$199/per month**

- All Silver services **PLUS**
- Respond to up to three alarm calls per month as required.
- Provide access up to three times per month to authorized personnel.
- Cleaning service – surface clean (vacuum/mop floors, clean toilets, dust major areas) once after leaving town and just prior to coming into town (max 3 times per season)

## Platinum

**\$349/per month**

- All Gold services **Plus**
- Respond up to 5 alarm calls per month as required.
- Provide access up to 5 times per month to authorized personnel.
- Cleaning service – includes cleaning refrigerator (empty out as necessary)
- Hurricane Shutters will be put up and down as needed when named storm projected to affect property. Max two storms per season.
- Schedule car repair (pick-up/drop-off) once per season
- Initial Grocery Shopping – list to be provided by customer. Cost of groceries owner's responsibility.
- Turn-down service – clean linens put on beds and clean towels in bathrooms prior to return. One per season.

## Ala-Carte Services

Services – additional services provided <i>above</i> selected service level	Silver Price	Gold Price	Platinum Price
Service Fee – applied to all additional services	35.00	25.00	20.00
Specific site advertising, online or print	Cost	Cost	Cost
Response to Alarm Call	10.00	10.00	10.00
Provide access to premises (includes one hour of time)	35.00	35.00	35.00
Bookkeeping above and beyond normal statements	35.00	35.00	25.00
Non-tenant related service calls, per hour (1hr min)	35.00	35.00	25.00
Check of vacant properties, air fresheners, a/c set	35.00	30.00	20.00
Hurricane Shutters per named storm – put up/take down	100.00	75.00	50.00
Cleaning service – surface clean (vacuum/mop floors, clean toilets, dust major areas) per additional time	100.00	100.00	75.00
Clean refrigerator	25.00	25.00	25.00
Deep clean – complete bathroom, floors scrubbed, dust all areas	200.00	200.00	150.00
Pick-up/Drop-off service at SRQ, STPETE/CLWTR, TPA Airport - each way	55.00	55.00	55.00
Pick-up/Drop-off service at Tampa Airport - each way	75.00	75.00	75.00
Schedule car repair – local shop (20 miles max distance from residence) per round trip (pick-up and drop-off car)	35.00	35.00	35.00
Each additional mile over initial 20	1.00 /mile	1.00 / mile	1.00 / mile
Initial Grocery Shopping – list to be provided by customer. Does not include cost of groceries.	100.00	75.00	Incl.
Turn-down service – clean linens put on beds and clean towels in bathroom prior to return/visit	50.00	30.00	25.00
Materials	COST	COST	COST
Third-Party Costs	COST	COST	COST