

## SERVICES PROVIDED

**ROBIN LONG (630) 744-7119**

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[www.getafreshstarttoday.weebly.com](http://www.getafreshstarttoday.weebly.com)

**Select one or more services below** – All Services that include Filing for Dispossessory/Eviction must include a Designation of Agency form to be completed with Notary) Services are for a term of up to 90 days unless otherwise specified and agreed upon, in writing and signed by both parties

- TENANT REFERRAL** \$500/Each
- Includes:
- Advertising (per permission of landlord/property owner on which sites to do Ads)
  - Marketing (Signs at each location, per permission of landlord/property owner)
  - Showing properties for Rent (Requires permission to access and access instructions)
- Application Process (**My Fees** - SmartMove/TransUnion Charges \$40 to run full checks)  
Tenant Pays: \$60 Application Fee; \$40 Each Add'l.; \$150 Administrative Fee  
Application Process Includes Credit, Background Checks; Employment;  
Income Verification; Rental History; References Checked
- Lease Signing (Requires All pages of the Lease to be initialed and signed by the landlord/  
Property owner) Discount (\$50) for no Lease Signing and Move-in, walk-through Inspection
- Move-In, walk-through Inspection
- ADMINISTRATIVE OFFICE TIME** \$50+ Per Property  
(Per month or A-l-a-carte which is first month or one month added to Application process)  
Includes (Additional Charges may apply, per property):  
Maintenance & Repair  
Rent collection (Includes Reminders, Notices, Etc.)
- DISPOSSESSORY/Eviction Process** (Requires a Designation of Agency Form) \$175/Each  
(All court filing fees, efile and manual paid separate by the owner/landlord, per County)  
Includes efile or manual file/ one-time court appearance/Virtual  
(Collections and Garnishment services currently not provided)
- Filing Only (No court appearance) all expenses included (Landlord/owner pays filing fees) \$75
- File for Writ of Possession and/or Sheriff's or Marshall's \$40  
Filing fees **per** County paid by landlord/property owner
- Eviction scheduling with Marshall or Sheriff/Administrative \$40
- Removal/Evict \$100/2 Hrs.  
Fees include office time, travel; (does not include materials or add'l. movers) \$40 per added hours
- PROPERTY INSPECTION: \$75
- MOVE-OUT INSPECTION: \$75
- RENEWAL OF LEASE AGREEMENT: \$75
- NEW!** VIRTUAL ASSISTANT (PROVIDE ADMINISTRATIVE & OFFICE DUTIES): \$40/Hr.

**Agreement to Checked Services Provided**

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Landlord/Property Owner/Manager

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Date