

SERVICES PROVIDED

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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
upon, in writing and signed by both parties

Services are for a term of up to 90 days unless otherwise specified and agreed
***All pricing effective 3/1/2023

- 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: \$100 Application Fee; \$50 Each Add'l.; \$150 Administrative Fee
Application Process Includes Credit, Background Checks; Employment;
Income Verification; Rental History; References Checked (Full Report)
- 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 \$200 (Separate)
- Move-In, walk-through Inspection \$75 (Separate)
- ADMINISTRATIVE OFFICE TIME (Monthly)** **NEW!!** 5+ properties, Rates vary by group \$100+ Per Property
(A-la-carte \$55/hour/no monthly service)
Includes (Additional Charges may apply, per property or Service):
Maintenance & Repair, HOA, Code Enforcement, Rent collection/Eviction (Includes Reminders, Notices, Etc.)
- DISPOSSESSORY/Eviction Process** (Requires a Designation of Agency Form) \$200/Each
(Plus: 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 \$50
Filing fees **per** County paid by landlord/property owner
- Eviction scheduling with Marshall or Sheriff/Administrative \$50
- Removal/Evict \$150+/2 Hrs.
Fees include office time, travel; (does not include materials or add'l. movers) \$40 per added hours
- PROPERTY INSPECTION:** \$75
- MOVE-IN OR MOVE-OUT INSPECTION:** \$75
- RENEWAL OF LEASE AGREEMENT** (Includes Inspection): \$200
- NEW!** VIRTUAL ASSISTANT (PROVIDE ADMINISTRATIVE & OFFICE DUTIES; MAY INCUR OTHER FEES): \$65+/Hr.

Agreement to Checked Services Provided

Landlord/Property Owner/Manager

Date