

Residential Property Management



(Located in the Jourdanton State Bank)

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Our Services

- **Prepare Market Analysis**
 - We prepare a Comprehensive Market Analysis to insure you get the maximum profit for your investment. This is done prior to initially marketing the home for the first time and again prior to all lease renewals and/or extensions.
- **Dedicated to Marketing**
 - We list the home on several rental websites, the MLS, and our website.
- **Prospective Tenants**
 - We Lease to the most qualified tenants. This is done through verifying credit history, employment verification, rental history, and criminal background. Once applications are approved we schedule an appointment to finalize the Lease Agreement.
- **Lease Signing**
 - We take 45-60 minutes with every tenant to go over the Lease Agreement, Landlord's Rules & Regulations, property maintenance, and paying future rental payments online.
- **Rent Collection**
 - Rent is collected on the 1st Day of each month with a 2 day grace period (NLT 3rd day). Late Notices are mailed/emailed the very next business day. Removal Proceedings are conducted if the tenant does not make immediate arrangements for payment. All late rent is subject to late fees and penalties.

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Our Services

- **Automated Bookkeeping**
 - Each month you will receive a generated Operating Statement for you review. This will breakdown all monthly expenses (Management Fees, repairs, etc.). At the end of each calendar year we will prepare a 1099 Misc form showing total gross rent collected.
- **Owner Direct Deposit**
 - We deposit funds electronically to your checking/savings account of your choosing. This process typically takes 2-3 business days after Operating Statements are generated.
- **Repair & Maintenance Requests**
 - We provide qualified technicians to handle all repairs and maintenance on the property. With years of experience in property management we know the cost of repairs and have established relationships with the technicians to get repairs and maintenance addressed in a timely manner.
- **Property Inspections**
 - We conduct random property inspections throughout the year. This is done with routine drive-bys and interior inspections prior to all lease renewals and/or extensions. We provide photos and a written report from the home inspection to the client.

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Our Office Fees

- **There are NO Management Fees Upfront**
 - There are no set-up/activation fees when we begin marketing your property.
- **There are NO Management Fees between vacancies**
 - Our job is to keep the property rented and re-rent it in a timely manner.
- **\$300 Management Fee due on the FIRST full month's rent**
 - There is a \$300.00 Management Fee due each time when leasing to New Tenants.
- **\$125 Management Fee on all monthly rent collected**
- **\$50 Fee for Lease Renewals and/or Extensions**
 - This fee does not apply on month-to-month Lease Agreements and is in addition to the Monthly Management Fee of \$125.00 (Renewal Processing Fee).
- **A Negotiated Fee for alterations or redecorations to property**
 - Roofing, flooring, landscaping, etc. to the property (Management's time & research).
Everyday routine repairs and maintenance (i.e. plumbing, electrical, etc.) are not subject to this fee.
- **\$100 Deposited in Reserves Account upon first executed Lease**
 - Funds are used to address repairs once rent has been deposited to client. It is also used for property maintenance (i.e. utility bills, lawn care, etc.) between vacancies. This is refundable to Client at the end of Management Agreement.

Fees Charged to Tenant

- **\$45.00 Application Fee**
 - Each occupant over the age of 18 years old must submit a separate application with application fee in Certified Funds (i.e. Money Order or Cashier's Check)
- **Security Deposit**
 - Security Deposit is due within 2 business days of an approved application. It can also be delivered at time of submitting Lease Applications. This is always in the amount of one month's rent. Not at anytime does this represent 1st month's nor last month's rent.
- **Pet Deposit**
 - Pet Deposit is taken if there are pets occupying the property. There is an initial \$300.00 for the first pet and \$200.00 for each additional pet. Pet must be approved by owner prior to accepting a Lease Agreement.

Frequently Asked Questions

- What type of marketing do you provide to the clients?
- What day of each month should we expect our rent deposited?
- How is screening done for all applicants and do I get any feedback on prospective tenants?
- When evicting a tenant for non-payment of rent what's the process? How long does it usually take?
- How often are interior inspections conducted on the property?
- Is there any specific insurance that I should carry as an Owner of a rental/investment property?
- How are repairs usually addressed by your office?