

LEASING SERVICES OVERVIEW

Experienced landlords know that most problems that arise in property management can be prevented with proper tenant selection. Key Property Management (KeyPM) tenant screening and leasing service is an alternative to full-service management, without the monthly management fee.

This unique service is for property owners who understand the importance of finding the right tenant and of having a comprehensive lease or rental agreement, but who want to manage the property themselves.

Rather than pay an ongoing management fee, the owner retains Key Property Management only during the leasing of the property. After the vacancy is filled, there is no obligation to use management service or any other services in the future.

Key Property Management is compensated only after a suitable tenant is located, a rental agreement or lease is signed and certified funds are received from the applicant. You pay us from funds provided by the new tenant (security deposit and/or rent) only after the Rental Agreement or Lease is signed.

Key Property Management will provide the following services for leasing clients:

- Recommend a rental market value to you.
- Professional Photography and video.
- Install a sign on your property (if permitted by the HOA)
- List your property on our high trafficked rental website as well as over 65 nationwide rental websites such as Rentals.com, Realtor.com and Zillow.com. Place your property in the the local MLS through our affiliated company Key Realty Southwest.
- Receive email, telephone and in-person inquiries from prospective tenants and provide them with information about your property.
- Arrange for prospective tenants to see your property and offer automated showings.
- Receive applications from prospective tenants and interview them while reviewing their application.
- Check references: contact applicant's previous and existing landlords; contact applicant's employer to verify income and stability of employment.
- Obtain a rental risk credit report to determine an applicant's creditworthiness.
- Contact you for final approval when a prospective tenant has been screened and has been found to not meet our normal objective criteria.
- Execute a comprehensive local rental agreement or lease on your behalf.
- Obtain a substantial security deposit of at least one months rent to protect your interests.
- Provide comprehensive move in inspections with 360 degree photos.

The leasing services fee is 50% of the first month's rent (minimum of \$1000) received. You are also responsible for the featured online advertising on over 65 sites which is up to \$40 per month. Only while the property is vacant and on the market. The property is also placed in the local MLS which is accessible by 12,000 area Realtors, if it is leased with a MLS agent there is a \$300 referral fee paid to the agent's brokerage.