

PROPERTY MANAGEMENT SERVICES

Let's Work *Together!*

Thank you for your interest in our property management services! We specialize in providing comprehensive property management services that are tailored to meet the specific needs of each client. We are here to help you manage your property in the most efficient and effective way possible. Whether you need help with tenant selection, maintenance, or rent collection, we have the skills and expertise to ensure your property is well managed. Please contact us to learn more about how we can help you with your property management needs.

*Christine
Dougherty*

THE VIRTUAL AGENT



GREAT SOUTHERN REAL ESTATE, LLC

816 Harbor Blvd, Destin, FL 32541

✉ christine@viewfloridaproperty.com

🌐 www.ifacilitaterealestate.com

☎ (850) 637-7607

Hi, I'm
Christine



I am so thrilled for the opportunity for us to work together & I look forward to managing your property for you.

I am grateful you are considering me to be your property manager. I am fully dedicated to learning what is important to you and your property.

It is important to me that you, as my future client, are served with gratitude, value, quality, transparency, honesty, and above all else, that you know your property will always be my priority.

As you review this information, please don't hesitate to reach out to me with any questions.

Christine Dougherty

MY PROPERTY MANAGEMENT

Services

Full Service Property Management

This option is for the homeowner/investor that wants their property (properties) professionally managed full time.

- Professional photography for advertising. This is my expense and included in my fee.
- An analysis of the property to determine marketing plan and rent rate.
- All advertising and marketing of your property.
- Enter property in ECAR and PAR MLS for additional advertising exposure.
- Weekly vacant property checks.
- Maintenance and repair management.
- Recommendation of repairs/maintenance as needed.
- Coordinate the preparation of the property for move-in condition.
- Coordinate all showing appointments.
- Screening of tenants including background check, credit report, eviction history, employment verification, rental history and income verification.
- Application processing.
- Lease signing and enforcement of all terms and conditions of the lease.
- Collection of monthly rents.
- Coordinate repairs and maintenance as needed.
- 24-hour availability for tenant and property emergencies.
- Online tenant portal for easy online rent payments and maintenance requests.
- Eviction services for non-payment of rent and/or lease violation, if required.
- Full accounting service including monthly and annual financial accounting reports.
- Year end cash flow reports to give to your tax preparer including annual 1099 reporting.
- Monthly drive-by inspection of property.
- Annual interior and exterior inspection of home once occupied.
- Move-out inspection and security deposit reconciliation when tenant vacates.

WHAT IS THE FEE?

I charge 10% of the monthly rental income. No upfront start-up fees, and no charges until the property is rented. I also don't charge a management fee during vacant periods. The fee is only charged once a lease has been signed.

I offer a discount for homeowners/investors with multiple properties.

MY PROPERTY MANAGEMENT *Services*

Tenant Finder Service

Are you a homeowner wanting to manage your property on your own but you want the assurance that you are getting a well qualified/vetted tenant? I've got you covered!

- A full analysis of the property for rental comps.
- Property is entered into MLS for additional advertising exposure.
- Property is advertised on national rental search sites such as Zillow.
- Professional Photos for Advertising. This is my expense and included in my fee.
- All advertising and marketing of your property.
- Professional installation For Rent Sign.
- Coordinate the preparation of the property for move-in condition such as additional cleaning and/or repairs (if needed).
- Coordinate all showing appointments. We do not give out keys. All showings are done by a licensed real estate agent.
- Full Application processing which includes background check, eviction check, credit report, employment verification, rental history and income verification.
- Signing of lease.
- Collection of 1st months' rent and security deposit.
- Full accounting statement to represent funds paid.

WHAT IS MY FEE?

I charge 50% of one month's rent. No upfront start-up fees, and I do not charge anything until the property is rented and the rent has been collected.

New Account

TIMELINE

A BASIC OVERVIEW OF THE PROCESS FROM START TO FINISH.



PROPERTY MANAGEMENT FAQ'S

Q: What services are included in management fee?

A: I offer 2 different management services - Full Service to Tenant Finder Only

Q: How often do you inspect the property?

A: I do a periodic walkthrough every 6 months and then again during the Final Walkthrough once a tenant has vacated.

Q: How do you handle Tenant requests and/or complaints?

A: Each tenant will have their own Tenant Portal where they can pay rent, submit maintenance requests and submit any notes including complaints that need to be resolved.

Q: What is your policy for late rent payments?

A: Rent is due on the 1st of the month and is considered late on the 4th. The late fee penalty for paying late is outlined in the Terms and Conditions of the Lease Agreement.

Q: Are there any additional fees or charges not included in your management fee that I should be aware of?

A: There are no additional fees. Professional photos, sign and lockbox are all included in my monthly management fee. My policy is to not charge anything until a lease has been signed and the property is rented. You will not be charged during any of the vacancy periods.

Q: What is your process for finding and qualifying tenants?

A: The application process is very thorough in vetting a qualified tenant. It runs a background, credit, income, rental verification/history and eviction check on each applicant.

Q: What bills are tenants typically responsible for?

A: Tenants are normally responsible for water, sewer, electricity, gas and/or propane, garbage, renters insurance and any cable, internet services of their choice. What the tenant pays for is usually negotiable depending on lease terms.

Q: What bills are owners typically responsible for?

A: Owners are normally responsible to pay for HOA dues, mortgages, property taxes . Owners sometimes offer to pay for landscaping services as well. What the owner and tenant pay for is usually always negotiable.

Q: Is it worth the money to pay for a Home Warranty?

A: This is always personal preference. The Home Warranty will cover all of the main systems within the property including plumbing, electrical & HVAC. Most Home Warranty companies also offer options to cover all appliances within the home like refrigerator, washer and dryer. Service call fee amounts differ from each company, so its always a good idea to compare companies.

Q: How is my owner payment handled every month?

A: Once the payment clears the bank, your owner payment will be paid to you by the 10th of each month. You will also get an email to notify you of the ACH deposit. You will also receive a monthly accounting statement for your records.

Q: What is your showing process?

A: Once the property is listed for rent and inquiries start coming in, a showing appointment will be scheduled. The property will be shown by myself, someone from my team or by another licensed agent. We never allow any prospects to view the property without being accompanied by a licensed real estate agent.

Q: What is the term of the property management agreement?

A: The initial term is always for one year. After the year, either part has the option to provide the other with a 30 day written notice OR renew the term for an additional year. The term as well as any of the other conditions in the property management agreement is always negotiable.