



Property Management – New Property Policies & Procedures

- ❖ A Property Management Agreement must be signed by all owning parties and filed. Please note that all parties to the agreement must complete the W9 form attached with the management agreement (this cannot be left blank) as this is needed to receive your 1099 at the end of the tax year.
- ❖ If the property is occupied by a tenant, please provide current lease documentation and all contact information for the residing tenants.

Once the agreement is signed and filed, the following steps will take place:

- ✓ We perform a detailed initial inspection report of the property's interior/exterior with.
- ✓ We will take pictures (not for listing purposes) of property conditions and will order any necessary repairs, cleaning, carpet cleaning, etc. at owners' expense.
- ✓ Professional photos will be ordered once the property is in "move-in" ready condition. All repairs, cleaning, etc. must be completed prior to photos. The basic photo package charge from our third-party vendor is approximately \$100 + tax for the basic package. This basic package is usually all we need unless additional photos/videos are needed, at brokers' discretion. It will be the owners' responsibility to cover this invoice.
- ✓ Evaluation of property Marketing I.e., comparing the current market rate for comparable properties in the area to determine the best price for your property. Maximizing monthly rent by offering cosmetic/repair suggestion.
- ✓ Once pictures have been sent to our property management team, we list your property on all advertising platforms. Note that our team cannot give daily updates, and we will be happy to provide updates weekly.
- ✓ Once a tenant has been procured, a re-key will be ordered at the owner's expense. *IMPORTANT* If your property is not already in compliance with property code Sec. 92. 151.regulations, then this will be an added/additional installation cost.
- ✓ Once the rent is collected, it will be transferred to you via EFT beginning on the 4th. Keep in mind, if any rent collections are made after the 15th, you will receive the transfer the following month.

Please ensure all utilities are on so we can complete the steps listed above.

Once the agreement is in place, send an email to propertymanagement@ramendu.com and include homeowners' insurance policy, home warranty policy (if applicable), and HOA contact information/HOA rules & regulations. The property will not be listed until all documentation/information has been received.



Broker reserves the right to terminate the contract at any time without explanation for non-compliance

Landlord Date

Landlord Date

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