



FULL LISTINGS RENTAL SERVICES:

We execute an Exclusive Rental Listing Agreement with the Property Owner who wishes to lease their home, townhouse, condo or duplex.

Process Administration Includes:

- Market survey performed to gather comparable rental information and suggest fair market value rent
- Handle all phone calls and email inquiries regarding the listing
- Arrange all tours and showing the property to all renters who inquire
- Collect an application, an application escrow check and process the application. Run a credit report, check for criminal activity relevant to housing on CCAP and verify employment and housing references
- Upon your approval of the applicant, generate the leasing paperwork and documents for your review
- Set up a lease signing with the new tenant, collect a security deposit, first month's rent and any pet deposits or other applicable fees
- Return lease to you for signature, copy and return signed copy and receipt to the renter

Renter's Services:

- Manage the handoff of keys, garage door openers and any relevant mechanical instruction manuals
- Collect the move-in report documenting the condition of the property at the time of move-in
- Perform up to 2 inspection walk-through's annually to ensure the condition of the property
- Move out inspection and return of key's/garage door openers, etc. when you renew your property listing with us and a current tenant chooses to vacate



LEASING SERVICES LISTING FEES AND COMMISSIONS:

Listing fees and commissions:

- \$200 non-refundable administration fee payable at the time the listing agreement is signed
- Minimum success fee of 1/2 month's rent
- Success fee calculated based on the length of the lease procured for you

Calculated as follows: Monthly rent / 12 = monthly fee x number of months rented = total success fee

Example 1: \$1,500 rent/12=\$125x12 month lease = \$1,500 (full year's lease)

Example 2: \$1,500 rent/12=\$125x8 month lease=\$1,000 (8 month lease)

Example 3: \$1,500 rent/12=\$125x18 month lease=\$2,250 (18 month initial lease)

- Leases that have a number of days not equal to a full month, will be prorated on the monthly fee rate
Example: \$125 monthly fee/30 days = 4.16/day x 12 days of the move in month = \$49.92

Renewal and re-listing fees and commissions:

- Extensions of initial leases drafted for less than a year fall under the same 1/12 fee structure should landlord and tenant wish to extend the lease past the short term.
Example: they pay for the 7-9th month based on the same monthly success fee rate calculated for the initial lease signing. Paid \$750 for 6 months, now pay additional \$125 per month x 3 months=\$375
- Upon the completion of a year's lease term secured by Apartment Matchmakers, tenants may decide to renew. Apartment Matchmakers can execute the renewal paperwork for a \$200 administration fee.
- We do not collect a commission or success fee with the same tenant who renews beyond their initial 12 month or longer lease term.
- Should the tenant non-renew and you wish us to start the re-rental process, the \$200 administration fee will be waived for the second year's listing term and every year thereafter. We will also complete the move-out inspection for you and collect keys free of charge

Management Services

- We offer these services on an as needed basis billed hourly at \$35 per hour