

LEASING SERVICES OVERVIEW

Experienced landlords know that most problems that arise in property management can be prevented with proper tenant selection. Key Realty Property Management 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 Realty Property Management only during a vacancy. After the vacancy is filled, there is no obligation to use Key Realty Property Management leasing service or any other services in the future.

Key Realty is compensated only after a suitable tenant is located, a rental agreement or lease is signed and a cashier's check is 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 Realty Property Management will provide the following services for leasing clients:

- Recommend a rental market value to you.
- Install a sign on your property and place an advertisement in the newspaper (cost of advertisement is paid by owner, but is substantially lower in cost due to our bulk rate contract).
- Promote your property among our existing base of prospective tenants who call our office on a daily basis for other rentals.
- List your property on our 24-hour rental website.
- Receive telephone and in-person inquiries from prospective tenants and provide them with information about your property.
- Arrange for prospective tenants to see your property.
- 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 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 meet our normal objective criteria.
- Execute a comprehensive Rental Agreement or Lease on your behalf.
- Obtain a substantial security deposit to protect your interests.

The leasing services fee is $\frac{1}{2}$ of the first months rent received. You are also responsible for the advertising which is approximately \$40 per week.