

FICKLING & COMPANY

Real Estate Services

Property Management

Summary of Services & Fees

Services:

- Marketing and showing property:
 - Central and Middle Georgia Multiple Listing Services (MLS)
 - Listed on over 900 Websites
 - Realtor.com
 - Zillow
 - Trulia
 - MilitaryforSaleForRent.com
 - Automated Housing Referral Network - AHRN.com
 - REMilitary.com
 - www.fickling.com
 - Macon.com
 - Yard Sign
 - Work with, and compensate, other real estate firms and agents who show the property

- Processing Rental Applications:
 - Credit Report
 - Criminal Background Check
 - Employment & income verification
 - Rental history verification
 - Prepare lease documents
 - Perform Move-In & Move-Out Inspections

Management of Property:

- Collect security deposits and deposit same in a non-interest bearing trust account
- Conduct move in and move out inspections
- Collect monthly rent
- Establish owner's operating fund account for deposit of monthly rent collections
- Receive and process reports from tenants regarding maintenance needed at the property
- Prioritize and assign maintenance requests to appropriate insured repair personnel
- Monitor repair process and notify owner of unusual repairs and cost
- Pay typical expenses for the property, if any, from operating funds (i.e. maintenance or repairs)
- Direct deposit of funds to your bank account
- Prepare owner's statement and check monthly
- Prepare appropriate tax reporting forms for owner's filing purposes (1099)

Fees:

- **Management Fee:** \$100 or Ten percent of gross monthly rent which ever is greater.
- **Procurement Fee if Fickling & Company Manages the Property:** One-half of the first full months rent. This fee is charged for placing a new tenant in the property and no management fee is charged for the month that the procurement fee is paid.
- **Procurement Fee if Fickling & Company Does Not Manage the Property:** One months rent. If we do not manage the property we do not preform the move-in and move-out inspections.