



## **Addendum A**

### **Property Management Options**

#### **Option 1-Full Management:**

\_\_\_ A 1- month rent fee, not to exceed \$850\* payable once property is leased. Includes advertising, property showings, tenants screening and processing application; background, criminal and credit checks on prospective tenants; property ready review; leasing and rent collection and funds disbursement; 1 annual property site review; \$100 monthly management fee; \$100 hour service charge for maintenance and repair oversight.

(\*take over property with existing leases \$250 per lease).

#### **Option 2-Partial Management:**

\_\_\_ \$250 initial fee, no tenant location and screening, 10% monthly fee for rent collection/funds disbursement, maintenance and management oversight.

#### **Option 3-Owner Self Managed:**

\_\_\_ A 1-month rent as fee for tenant location includes tenant application and screening, lease documentation & move checklist and 1 month property management. Owner assumes all responsibility for property management, rent collection and tenant contact after the initial 30 days of a new lease.

#### **Lease Renewals:**

\_\_\_ Agency charges \$150 for lease renewals and amendments.

#### **Sale of Property:**

\_\_\_ In the event that a tenant secured by CREC Properties buys the leased property the owner agrees to pay a commission of 6% of the gross sales price to CREC Properties upon the closing of the property.

Owner \_\_\_\_\_

Agent \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_