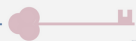


PROPERTY MANAGEMENT SERVICES

2023

MARRS REALTY AND MANAGEMENT



Let's Work *Together!*

Thank you for your interest in our property management services! We specialize in providing comprehensive property management services that are tailored to meet the specific needs of each client. Our team of experienced professionals are here to help you manage your property in the most efficient and effective way possible. Whether you need help with tenant selection, maintenance, or rent collection, our team has the skills and expertise to ensure your property is well managed. Please contact us to learn more about how we can help you with your property management needs.

Audri Marrs

THE VIRTUAL AGENT



MARRS REALTY AND MANAGEMENT

P.O Box 202347
Denver, CO 80220



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720-291-9004

Hi, I'm
Audri



I am so thrilled for the opportunity for us to work together & I look forward to managing your property for you.

I am grateful you are considering me to be your property manager. I am fully dedicated to learning what is important to you and your property. It is important to me that you, as my future client, are served with gratitude, value, quality, transparency, honesty, and above all else, that you know your property will always be my priority.

If my 21 years of industry experience has taught me anything, it's that people matter, and picking the right ones to invest in, is worth its weight in gold. I hope to be that person for you.

As you review this information, please don't hesitate to reach out to me with any questions.

Audri Marrs

PROPERTY MANAGEMENT

Services

Full Service Property Management

This option is for the homeowner/investor that wants their property (properties) professionally managed full time.

- Professional photography for advertising. This is my expense and included in my fee.
- An analysis of the property to determine marketing plan and rent rate.
- All advertising and marketing of your property.
- Enter property on Regional MLS for additional advertising exposure and syndication to all major rental platforms.
- Enter property on our website where it is then sent out to multiple other rental marketing websites via IDX linking.
- Weekly vacant property checks.
- Maintenance and repair management.
- Recommendation of repairs/maintenance as needed.
- Coordinate the preparation of the property for move-in condition.
- Coordinate all showing appointments.
- Screening of tenants including background check, credit report, eviction history, employment verification, rental history and income verification.
- Application processing.
- Lease signing and enforcement of all terms and conditions of the lease.
- Collection of monthly rents.
- Coordinate repairs and maintenance as needed.
- 24-hour availability for tenant and property emergencies.
- Payment of mortgages, HOA dues and any other related expenses to the property at your request.
- Electronic ACH deposit of monthly owner checks into bank account of your choice.
- Online tenant portal for easy online rent payments and maintenance requests.
- Eviction services for non-payment of rent and/or lease violation, if required
- Full accounting service including monthly and annual financial accounting reports.
- Yearend cash flow reports to give to your tax preparer including annual 1099 reporting.
- Monthly drive-by inspection of property
- Annual interior and exterior inspection of home once occupied.
- Owner disbursements made by the 10th of each month via Electronic Funds Transfer (EFT)
- 24/7 access to owner documents and accounting reports through your owner portal.
- Move-out inspection and security deposit reconciliation when tenant vacates.

WHAT IS THE FEE?

I charge 10% of the monthly rental income. A 1000 dollar startup fee, and no charges until the property is rented. I also don't charge a management fee during vacant periods. The fee is only charged once a lease has been signed.

MY PROPERTY MANAGEMENT *Services*

Tenant Finder Service

Are you a homeowner wanting to manage your property on your own but you want the assurance that you are getting a well qualified/vetted tenant? I've got you covered!

- A full analysis of the property for rental comps.
- Property is entered into MLS for additional advertising exposure.
- Property is advertised on all national rental search sites such as Zillow, Trulia, Hotpads and more.
- Professional Photos for Advertising. This is my expense and included in my fee.
- All advertising and marketing of your property.
- Professional installation For Rent Sign.
- Coordinate the preparation of the property for move-in condition such as additional cleaning and/or repairs (if needed).
- Coordinate all showing appointments. We do not give out keys. All showings are done by a licensed property manager from our office.
- Full Application processing which includes background check, eviction check, credit report, employment verification, rental history and income verification.
- Signing of lease.
- Collection of 1st months' rent and security deposit.
- Full accounting statement to represent funds paid.

WHAT IS MY FEE?

I charge 50% of one month's rent. No upfront start-up fees, and I do not charge anything until the property is rented and the rent has been collected.

Once the lease is signed and the first month's rent is collected, the file is processed through our accounting department and my Tenant Finder Fee is deducted. Our bookkeeper will then send you a check for the remainder of the rent, a check for the security deposit (which will be made payable directly to you) and a copy of the signed lease. You will also get an accounting statement reflecting all disbursements made.

New Account

TIMELINE

A BASIC OVERVIEW OF THE PROCESS FROM START TO FINISH.



PROPERTY MANAGEMENT FAQ'S

Q: What services are included in management fee?

A: I offer several different management services ranging from Full Service to Tenant Finder Only.

Q: How often do you inspect the property?

A: I do a periodic walkthrough every 6 months and then again during the Final Walkthrough once a tenant has vacated.

Q: How do you handle Tenant requests and/or complaints?

A: Each tenant will have their own Tenant Portal where they can pay rent, submit maintenance requests and submit any notes including complaints that need to be resolved.

Q: What experience do you have managing properties like mine?

A: I have been a Licensed Realtor and Property Manager since 2017 and have managed many different types of properties from multi-unit to apartments to Single Family Residences. I also manage my own rentals which vary from short term, mid term, and long term rentals.

Q: What is your policy for late rent payments?

A: Rent is due on the 1st of the month and is considered late on the 4th. The late fee penalty for paying late is outlined in the Terms and Conditions of the Lease Agreement.

Q: Are there any additional fees or charges not included in your management fee that I should be aware of?

A: There is a 1000 dollar start up fee that includes: professional photos, sign and lockbox, co-op fee, and initial accounting set up. My policy is to not charge anything until a lease has been signed and the property is rented. You will not be charged during any of the vacancy periods.

Q: What is your process for finding and qualifying tenants?

A: The application process is very thorough in vetting a qualified tenant. It runs a background, credit, income, rental verification/history and eviction check on each applicant.

Q: What bills are tenants typically responsible for?

A: Tenants are normally responsible for water, electricity, gas and/or propane, garbage and any cable, internet services of their choice. What the tenant pays for is usually negotiable depending on lease terms.

Q: What bills are owners typically responsible for?

A: Owners are normally responsible to pay for HOA dues, mortgages, property taxes and sewer. Owners sometimes offer to pay for landscaping services as well. What the owner and tenant pay for is usually always negotiable. Owners can also choose to have the management company pay any of these bills on your behalf by having these bills sent directly to our office to be paid through the property from the monthly rent proceeds.

Q: Is it worth the money to pay for a Home Warranty?

A: This is always personal preference. The Home Warranty will cover all of the main systems within the property including plumbing, electrical & HVAC. Most Home Warranty companies also offer options to cover all appliances within the home like refrigerator, washer and dryer. Service call fee amounts differ from each company, so its always a good idea to compare companies.

Q: How is my owner payment handled every month?

A: Once the tenant pays rent, it is then processed by the accounting department. Once the payment clears the bank, your owner payment will be paid to you by the 10th of each month. You will also get an email to notify you of the ACH deposit. You will also receive a monthly accounting statement for your records.

Q: What is your showing process?

A: Once the property is listed for rent and inquiries start coming in, a showing appointment will be scheduled. The property will be shown by myself, someone from my team or by another licensed agent from my office. We never allow any prospects to view the property without being accompanied by a licensed team member.

Q: What is the term of the property management agreement?

A: The initial term is always for one year. After the year, either part has the option to provide the other with a 30 day written notice OR renew the term for an additional year. The term as well as any of the other conditions in the property management agreement is always negotiable.

FAQ'S

Let's Get *Started!*

Imagine a world where your properties are thriving investments, where tenants are content, and where every detail is taken care of seamlessly. That world is within your reach, and we're here to guide you every step of the way.

Our commitment to excellence, proven track record, and dedication to your success set us apart in the world of property management.

When you choose Marrs Realty and Management, you're not just selecting a property management service; you're choosing a partner who shares your vision for financial prosperity.

We understand that your real estate portfolio represents your dreams and financial future. That's why we treat each property as if it were our own. Our mission is your success, and we measure our success by your satisfaction.

Let's turn your real estate dreams into a reality.

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