



Stephens, Robinson, Hale and Associates, LLC

595 Piedmont Avenue #320-269

Atlanta, Georgia 30308

www.srhres.com

Direct: 678.755.9019

Property Management Services

Property management services include.....

Monthly collection of rent.

When collected, automatic rent payments to owner by the 10th of each month.

Provide owner with monthly report of your property status, income, expenses and receipts.

Handle and arrange all maintenance issue.

Handle and determine tenant or owner related maintenance issues.

Move-in and move-out inspections of your property.

Send notification of lease violation and handle all complaints that are a nuisance to neighbors or violations of homeowner's covenants.

Send notice for non-payment of rent after the 6th day of the month.

By the 10th of each month if payment has not been received we will, on your behalf, make arrangements through a contracted third party eviction company to file dispossessory and serve tenants notice of eviction. *Our fees do not include the third party eviction, court or attorney costs, see additional services for fees.*

On your behalf we make arrangements through a contracted third party eviction company to have tenants and their personal property removed. *Our fees do not include the third party eviction, court or attorney costs, see additional services for fees.*

Send notification of lease violation and handle all complaints that are a nuisance to neighbors or violations of homeowner's covenants.

Property Management Services Fee: 8% of the monthly rent amount and due at the time rent is collected by SRH and Associates LLC

All fees subject to change without notice, however, you will be informed prior to any contracted service. Most fees with the exception of, eviction protection and property removal, will be collected from owner out of monthly rent, recorded on monthly statement and receipts or invoice will be furnished. Other than emergency service, no service will be contracted to a third party by Stephens, Robinson, Hale and Associates, LLC until authorized by owner either verbal or in writing.



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Additional Services and Fees

The following fees, except for those that are indicated as contracted, are managed by Stephens, Robinson, Hale and Associates, LLC. We are committed to do our utmost in providing you the most cost effective and quality approach when contracting these services, below are some suggested services we offer and associated fees. These services will only be performed when asked by owner to do so, or when it is advised by the management company to the owner.

General Maintenance calls, an approved contractor to provide service call for smaller items and repairs **fees vary** per trip, this is only charged when actual work is performed but does not include the actual cost of repair.

Fire Extinguishers \$25.00, needed for housing authority tenants. Suggested for all owners.

Lawn Care Services \$25.00 - \$50.00 per trip, depending on yard size.

Home Cleaning Services \$30.00 per hour. Recommended at pre move-in or unit turnover.

Mid-Lease Inspection \$50.00 per trip. Includes inspection and report of property's status and digital photos. *(Include with Property Management Services)*

Re-keying \$60.00 per lock, suggested after one tenant moves and property is being re-rented.

Lease renewals \$300.00 charged upon renewal of lease agreement expiring and being renewed by current tenants when property owner is not using ongoing management services.

Lease renewals \$150.00 charged upon renewal of lease agreement expiring and being renewed by current tenants when property owner is using ongoing management services.

Eviction services are contracted through a third party eviction company. The fees vary by level or service or county. Eviction includes proper notification to tenant, court filing fees, court appearances. This fee is paid by owner when it is determined that the eviction process is necessary. Funds to start the proceedings should be readily available to SRH and Associates LLC, upon filing dispossessory. Owner may elect to use another outside eviction company; however, SRH and Associates, LLC is contracted with PDQ Services and CSS Services and will not collectively work with another third party eviction company.

Property Removal, sometimes the eviction process entails the removal of personal property from the premises the fee for this is **\$85.00** per hour and includes the placement of items on curb and three days later the hauling of debris to dump. This price does not include dumping fees which are charged separately, fees vary by dump site and based cubic feet of debris.

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Property Intake Form

Owner wishes to elect the following services:

Property Management Services- Fee is 8% of the monthly rent amount and due at the time rent is collected by SRH and Associates LLC

NO Property Management Services and will pay for services when needed

.....
Service Date Begins: _____ Initial Fee Collected \$ _____

Property Owner Name: _____

Property Owner Signature: _____ Date: _____

Leasing Consultant: _____ Date: _____

*Property Intake form is used as a receipt to verify initial start up services.

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Property Profile

General Information

 Owner Name

 Email Address

 Phone Number

 Mailing Address

Property Information

 Property Address

 Desired Rent Amount

 Required Security Deposit

Property Type ___SFR ___TH___Condo___

Lease Term ___ 12 mths___ 24 mos

Lease Purchase Option ___Yes ___No

Section 8 ___Yes ___No

Is there a Home Warranty ___Yes ___No

 Home Warranty Co Name and Contact No#

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