



## **Fees, Commissions, & Services**

Thank you for the opportunity to manage your home. This letter will serve as a full list of fees and some of the duties we include, the management contract will cover the full list of duties. We offer 2 different management fee packages. You decide which one is best for your needs. Most things are included and covered under the management fee.

There are some exceptions to this but they are rare and would be addressed under the management agreement. For example, evictions are covered under the management fee (the court filing fee would be an expense, but not for us to do the entire evictions process). But, something like an insurance issue would not be included. We use the latest technology to give you as the owner 24/7 access to your statements, leases, and tax docs. We fully account for your funds as per federal tax requirements and issue 1099's as required. We can hold your security deposits in a trust account or you can hold them. We also provide the tenants the same portal access. They can make work-orders 24/7, they have on line options to pay their rent, which cuts out the excuse we are out of town or I forgot, because it sends reminders and they can set it up for automatic. We try to do work orders within 24-48 hours to provide excellent customer service while always keeping in mind what YOUR needs and requirements are. It is a fine line to walk between owner and tenant, but I think I do an excellent job of it. All this I believe keeps the tenant in your property longer, the lower the vacancy loss the better return you will get on your investment. VACANCY LOSS is my #1 enemy, I fight it as much as I can. One way I do this is by a thorough screening process to rent your home. We check rental history, employment, income, credit, criminal and evictions. We then present a summary of our findings for you to approve or deny. We also make sure you are making this decision based solely on the criteria & the facts to avoid any fair housing violations that should be avoided at all costs. I also do monthly drive by of the homes in the growing season in an attempt to keep a step ahead of HOA, as renters are notorious for being bad landscapers, some notices may still get to you from the HOA, but we do our best to keep ahead of them. We also inspect the property one time per year. We document this with a full report of our finding, along with pictures and any preventative maintenance suggestions we may have for the upcoming year so that you can plan and budget accordingly. We are a very small business, it is me and my assistant, who is bilingual. We are both licensed in the State of Texas and we specialize in property management and investor transactions. You will almost always get one of us on the phone should you call or at the least hear back same day. The renters can always reach us as well. Important to us is having clients that take care of their homes and have homes in the areas we know well. Us knowing the market is highly beneficial to you. We specialize in the Alliance Corridor (North Fort Worth, Keller, Saginaw, Haslet, and Justin to name a few).

**Management #1: 9.5% monthly collected (this happens monthly). 35% Leasing commission (this happens hopefully not more than 1 x per year). \$150 Renewal fee (this happens when a new lease is negotiated with the same renter). \$99 advertising fee, only when we have to find a new renter.**

**Management #2: 8.5% monthly collected, 50% leasing commission, \$150 renewal, & \$99 ad fee.**

The advertising fee is optional, I recommend it though because it is a huge source of traffic other than the MLS, most of renters do not use Realtors to find their home so it gives an edge over just using the MLS. The \$99 is the cost to advertise on rentals.com which feeds out to numerous website that renters use to locate homes. Also, I have preferred contractors for everything needed to maintain your home. I have used them all for many many years, their work is good quality and I get a 20 % discount off what they would charge retail just because I give them so much work. This is passed on to you and there are no maintenance invoice mark ups, you get copies of the actual invoices. I like to set a limit with you as to what I can spend with out bothering you and then if the repair are over that limit then I text you for approval. Some owners just get a home warranty plan and call it good, I work with them as well. Your property, your decision. My job is just to make it all happen and keep the rent coming while making sure your investment is protected. I welcome the opportunity. References available upon request. Thank you!

Sincerely,

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**If You Want to Feel Rich, Just Count All the Things Money Can't Buy!**