

CENTURY 21.
Professional Realty



Property Management Service Packages

Select from our Property Management Services Package



Rental service with full property management

- Detailed and In-depth Marketing Plan, consisting of:
 - Use of the Garden State Multiple Listing Service and/or New Jersey MLS (Which gets you Realtor.com.)
 - Nationwide Internet Advertising of the property via C21 back-office syndication to 170+ websites
 - Entry of your property on our Zillow Rental Manager Account – The world’s largest real estate website
- We qualify all prospective tenants utilizing background searches:
 - Verifying credit history (criminal history is no longer allowed in NJ)
 - Verify income and employment
 - Verify residential/rental history
- We cooperate with all brokers/agents and offer a Co-Broke to any licensed agent that brings us a prospect that becomes the tenant.
- Detailed record taken of house status before tenant moves in, including pictures
- Record taken of house status at completion of lease, including pictures
- Preparation of all leases and agreements
- Periodic inspection through tenancy
- Monthly Accounting/Income statements provided via Owner Portal on our website. Use your username and password to log in anytime (24/7/365)
- Monthly disbursements made to owner via bank transfer (ACH)
- Management of monthly services (i.e., lawn, pool, Pest, etc....)
- Arrange maintenance repairs or services with insured/licensed vendors
 - 1 Hour per month of free handyman service by our in-house vendor – NJ Property Care. Materials not included – a \$50 value!
- All security deposits are held in a non-comingled, interest-bearing escrow account as required by New Jersey law at Wells Fargo.
- Eviction processing utilizing our Real Estate attorney (additional Fees Apply)



Rental service with tenant placement only (no property management)

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- Detailed record taken of house status before tenant moves in, including pictures
- Preparation of all leases and agreements

You take over once first month’s rent, security deposit and rental commission is collected, and a lease is signed. You manage the property. We will be a phone call away should you need anything.

The above option allows you the ability to “Do it yourself”. We do the advertising and marketing and qualifying of prospective tenants; you are in charge of running and managing the rental.



Pricing Break Down

Rental service with full property management:

Initial Leasing Fee – **One Month's Rent** – Used for all advertising and marketing, co-broke fees, and as earned compensation for a job well done in relation to getting the property rented. Rental Fee/commission – Our standard rental commission is equal to one month's rent. We recommend asking the tenant to pay the fee. If the tenant asks to negotiate the fee, we recommend the owner consider such a request on a case-by-case basis. It may be in your best interests to pay or split the fee if, for example, the tenant was to agree to enter a two-year lease, or longer, in return.

Monthly Management Fees – **\$100** – Compensation for day-to-day management of the property, including but not limited to: tenant management, rent collection, service calls, vendor hiring and management, and eviction services*. (*Additional fees may apply) ***NOTE – Our competitors usually charge 8 to 10% of the monthly rent.

Renewal Fee – **\$50** – If the current tenant decides to stay in the home, and renew the lease, a \$50.00 administrative charge will be incurred. Rental rate and terms will be negotiated at least 60 days out from the end of the current lease.

Remarketing Leasing Fee – **One Month's Rent** – If the current tenant decides NOT to stay, a new marketing schedule will need to be started.

Property Management Transfer – **\$195** – If you are transferring property management services to us while in a current/active lease.



Expectations

Expectations, we all have them. And we get upset if those expectations are not met or fall short. We believe in complete communication and being upfront about the processes and methods we use. This is the first step in a successful business relationship. We will keep you informed of everything pertaining to the property; we will give you the bad news just as easily as the good news. Being your property manager is a job we take seriously, and we want you to be satisfied in your decision to hire us. It is important to us that you understand exactly what you are paying for.

Our Rental/Management Philosophy Is Simple:

The unit that the tenants are renting becomes their own for the rental period. We tell the tenants to live as they would if they owned the house. Paint the walls, put up the pictures, but be mindful that we are passing possession of the home to them in a certain condition. We expect it to be handed back to us in the same if not better condition. It's as simple as that.