



PROPERTY MANAGEMENT PROGRAM

Thank you for considering us to take care of your home! We are excited for the opportunity to work with you!

MARKETING

Marketing your home is the most important piece to maintaining your investment. Our Marketing Specialist will provide an expert analysis for your home to ensure we maximize your return on investment by reducing days on market by showcasing your home in its best light.

TENANT SCREENING & LEASING

We conduct extensive screening on all applicants with strict requirements to provide quality tenants who we trust will care for your home. The screening process includes credit check (minimum 640 credit score) and income verification in which they must gross three times the monthly rent.

We are responsible for arranging all maintenance requests while keeping you, the owner up to date with what is happening on the property.

In the event a tenant is not paying rent, we will move forward with the eviction process where we handle the judicial actions and proceedings necessary to remove the tenant from the property.

MOVE-IN INSPECTIONS

Once we have a signed lease, we conduct a move-in inspection 14 days after move in as well as 6 months to make sure the home is being properly maintained. Upon move-in we provide the tenants with a move-in package with rental policies, agreements, and helpful newcomer information. At the end of the lease we also perform a move-out inspection to make sure the tenants are responsible for any damages to the property during their tenancy.

RENT COLLECTION

We collect all rents and other income for the property. All rents, income and security deposits will be deposited in a Trust Account maintained by us in accordance with North Carolina law. Income other than rent collected would be a non-refundable pet fee. Security deposits we collect are one months rent and also held in a separate Trust Account.

PROPERTY MAINTENANCE

We contract for the making of all repairs and alterations to the property. We will not contract for any such item exceeding \$300.00 without notifying you, unless the item is, in our opinion, an emergency that requires immediate attention. We always keep your best interest in mind.



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ACCOUNTING

This is the most important part of the business and we take it very seriously. We maintain full-computerized books of our trust account with entries of all receipts and expenditures of managing the property up to the North Carolina Real Estate Commissions standards.

We request that you, the owner, agrees to provide us with an owner's reserve of a minimum account balance of \$300.00 for each property.

MONTHLY OWNER STATEMENTS

With our detailed financial reporting tools, it has never been easier to stay up to date on your investment. We will provide you with a Login to access your owner portal to view statements and stay in tune with how your investment is performing.

We will provide monthly management statements detailing all receipts and expenditures for the month. These statements will be sent by the 15th day of the current month, each month. In addition, we will have all proceeds deposited directly into the account of your choice.

OUR FEES

No Fees are due until a tenant has moved in! Our management fees are 10% of the monthly rent with a minimum of \$100.00.

McQuilkin Real Estate is a member of the Fayetteville Association of REALTORS and The Raleigh Regional Association of REALTORS and follows all fair-housing laws. The broker shall conduct all brokerage activities in regard to this agreement without respect to race, color, religion, sex, national origin, handicap or familial status of any party or prospective party to the agreement.

