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Committed to wealth building for future generations.

Here's what you can expect as we work together:

- First, you'll meet with us to **review your management needs...**
 - Do you already own your investment property or are you seeking an investment property?
 - Do you have a tenant in place or will we be advertising for one?
 - What does the market say you can ask for monthly rent?
 - Are you properly insured?
- We'll schedule a time to **walk through your property with you to determine...**
 - What needs to be done to meet Texas Property Code?
 - Any repairs that you want or we recommend?
 - You will be asked to provide funds in advance for repairs that need to be completed prior to leasing the property. We charge \$25 per hour to oversee needed repairs prior to leasing.
- When necessary repairs/improvements are complete, we are now ready to **market your property...**
 - We'll acquire photos of both the inside and outside of your property.
 - We put our sign in the yard and a keybox on the door.
 - We will list your property, complete with photos, in the Multiple Listing Service and push to more than 300 other websites to let other realtors and potential tenants know its availability and features.
- Once we **find a prospective tenant...**
 - We have them complete a Tenant Application and pay a nominal processing fee for everyone over the age of 18 who will be living in your home.
 - We will run a credit, criminal, and eviction history.
 - We will verify employment and prior rental history.
- When **an applicant meets our leasing criteria....**
 - When we determine an applicant meets our criteria, we will discuss their tenancy with you for final approval.
 - We will prepare a lease for your tenant's signature and sign for you as your agent.
 - We will send you a copy of the completed lease documents for your records.
 - We will document the move in condition of your property on the Property Manager's Condition of Property Report and take 200+ photos inside and out.
 - On the day of move in, your tenant will generally be provided 2 keys when we collect their security deposit, initial rent, and non-refundable pet fees, if applicable, in verifiable funds.

- After **the first month's rent is paid...**
 - We will collect the leasing fee and disperse payment to any other realtor involved in securing your tenant from our fee.
 - We will set aside a reserve amount in a landlords trust account to insure we have your funds on hand to use for routine maintenance.
 - We will disperse your net rental income by your choice of either direct deposit to your bank account or by mailing you a check no later than the 15th of the month.
 - We will send you a Property Management Statement via email and make your statement available to you on our Owner Portal. Along with your monthly statement, we will send to you copies of all maintenance invoices for your records.
- While **your tenant is living on your property...**
 - We oversee routine and unscheduled maintenance. Your tenant is able to communicate with our staff via email and our Tenant Portal for routine maintenance. For emergency maintenance, you tenant may call our 24/7 emergency hotline.
 - You can expect maintenance to be performed by our insured and bonded team.
 - Any individual maintenance repair or replacement that would cost more than \$250 would be addressed with you prior to performance.
 - We address any issues regarding rent payments or ongoing condition of your property with your tenant so you don't have to.
 - We take care of any notifications or court filings that may become necessary in the event of a tenant default. We attend court proceedings on your behalf.
- At **the end of the year...**
 - We provide you with a 1099 listing your total rental income and an annual property management statement.