



# 2022 LEASING SERVICES MENU

SERVICE	INCLUDES	FEE
<b>RENTAL ASSESSMENT REPORT</b>	A rent report that outlines average rents along with a list of comparable properties and a suggested range for your NEST.	Included
<b>NEW UNIT SET UP</b>	Digital files created. Set up of the owner and tenant portals. Uploading of all management agreements and folders set up for Lease Documents and Inspections along with Financial Reports.	Included
<b>MONTHLY MANAGEMENT</b>	Monthly financial statement. Tenant rent collections. Coordination of routine service requests of occupied units. After hours emergency maintenance responder. Mid-lease inspection. Processing invoices. Move out accounting. Written tenant notifications/lease violation. Tenant communications. Annual statement and 1099.	10% Rental Rate
<b>INITIAL INSPECTION REPORT</b>	Comprehensive inspection report notating any needed repairs. 20-50 pages including individual line items and corresponding photos. To be used as a baseline at move out.	Included
<b>PROFESSIONAL MARKETING PACKAGE</b>	15-20 High Resolution Professional Images. Placement in the multiple listing services and populated on over 200+ major listing sites. Social Media Marketing. Army Housing Network Marketing. Self Showing Technology with 6 Layer Advanced Security System allowing showings 7 days a week.	25% Rental Rate
<b>24 HR RESPONSE POLICY</b>	Guaranteed response from our Leasing Team to all leads generating a faster turn around and securing a tenant 5X faster than the area competitor.	Included
<b>TENANT SCREENING</b>	14 Point Tenant Verification Process. We utilize a proprietary software to establish a tenant risk level rather than relying on just credit and income. Also includes Social Media and Extensive Background, Income, Rental Verification Checks and Pet Screening Checks if applicable.	Included



<b>LEASE EXECUTION &amp; ANNUAL RENEWALS</b>	20-60 page lease packet to include renewal inspection, market analysis and required addenda. May also be required upon onboarding occupied units. If there is not a valid lease in place, turnover management fee may apply.	15%
<b>ON-SITE VISIT</b>	Nest Team Member Property Visits: Accompany vendors when required, grant access for insurance and appraisal inspectors. Courier Owner's personal items.	\$65 per hour (Service Call Fee)
<b>OWNER PORTAL</b>	24-7 Access to online portal. Includes management agreements, lease documents, inspections and end of year Financial Reports. Additionally receive copies of work orders and vendor receipts when available. Electronic Direct Deposit of owner funds included in as well.	\$25 Per Year
<b>WORK ORDER PROCESSING</b>	Routine work order processing and scheduling for occupied units	Included with monthly management fee.
<b>PROJECT MANAGEMENT</b>	Processing and supervision of any work that exceeds normal maintenance requests. Also applies to work that requires multiple bids for maintenance exceeding \$1000 for labor & material.	10% Project Management Fee
<b>TENANT TRANSFER</b>	Taking over an existing tenant is time consuming and often times difficult. This process includes gathering all pertinent information, gathering the tenant's personal information, onboarding the tenant, scheduling an onboarding call and/or meeting, attempting to schedule a condition report and putting the tenant on a NEST lease no later than the time of renewal if not earlier.	20% Current Rental Rate

**NEST MANAGERS**  
FULL SERVICE REAL ESTATE FIRM

