



# 2022 LEASING SERVICES MENU

SERVICE	INCLUDES	FEE
RENTAL ASSESSMENT REPORT	A rent report that outlines average rents along with a list of comparable properties and a suggested range for your NEST.	Included
NEW UNIT SET UP	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
MONTHLY MANAGEMENT	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
INITIAL INSPECTION REPORT	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
PROFESSIONAL MARKETING PACKAGE	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
24 HR RESPONSE POLICY	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
TENANT SCREENING	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 on-boarding 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