

Palmetto Shores Property Management



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PROPERTY OWNER SERVICES

At Palmetto Shores Property Management we strive to provide our clients with exceptional management services for their investment properties at competitive prices. Palmetto Shores Property Management is a FULL SERVICE property management company specializing in properties throughout Northern Beaufort County in South Carolina. We are here to assure our clients' success in their real estate matters. Our services include, but are not limited to:

PROPERTY MAINTENANCE, REPAIRS, AND INSPECTIONS

Our staff and referral network can handle all the maintenance, repairs, inspections and improvements your property requires, 24 hours a day. We maintain an extensive referral network of qualified and fair-priced tradesmen who respond to all needs in a timely and effective manner. We do not add extra charges to the repair bills. A trip charge may be billed if someone from the office has to pick up an item, and it will be billed separately.

In order to oversee these processes while your property is vacant, you will be charged for our handling of any repairs, renovations or improvements. These fees are specifically itemized in the Residential Management Agreement.

TENANT ACQUISITION AND SERVICES

It is our goal to acquire qualified tenants in a timely fashion for all our clients.

➤ **MARKETING**

- PUBLIC CAMPAIGN:
 - Palmetto Shores Property Management sign placed in the yard of the property, if applicable

➤ **MARKETING (continued)**

- Web campaign to include local, national, and international websites as well as our business website
- Print advertising campaign in the local periodicals (as needed)

- WEB CAMPAIGN:
 - Web campaign to include the Palmetto Shores Property Management website and military websites such as AHERN, REMilitary and other websites chosen specifically for your property such as BeaufortOnLine and BookKoo, which are local websites frequented by thousands of people daily. Other sites may be used as needed.
 - Prominent positioning on our business website.

➤ **LEASING**

We oversee the placement of your tenants from application and screening to placement and retention.

- Complete credit and reference checks of all applicants
- Negotiation, execution and enforcement of lease, community rules and individual owner's requests
- Supervise move-out and replacement of tenants
- Facilitate all eviction procedures as necessary

ACCOUNTING SERVICES

We provide the following accounting services

- Experienced market price consultation
- Monthly rent collection, dispensing of expenses and net income
- Detailed, itemized monthly statements of income and expenses (with copies of invoices)

FEE SCHEDULE

INITIAL ONE-TIME SET-UP FEE

10% one-time charge for the purpose of:

- File set-up for all contracts, paperwork, account set-up, etc.
- Property visit for inspection, digital pictures, sign placement
- AHERN website listing
- Palmetto Shores Property Management website listing
- Website population via other web resources

TENANT PLACEMENT FEE

5% of the first full month's rent for each new tenant

MONTHLY OCCUPIED PROPERTY MANAGEMENT FEE

10% of monthly rental amount with a minimum of \$50.00 for unfurnished properties

RESERVE FEE

\$400.00 to be maintained in your account as working capital for regular, routine or emergency maintenance repair

MONTHLY OCCUPIED PROPERTY MANAGEMENT FEE

10% of monthly rental amount with a minimum of \$50.00 for unfurnished properties

RESTORATION / MAJOR IMPROVEMENT FEE

5% of cost of new construction, substantial repairs or capital improvements over \$5,000.00 with written authorization from Owner for coordinating, scheduling and supervising said work

WEB ADVERTISING

Included in the monthly management fees, unless otherwise noted by Broker or requested by Owner. Additional web advertising requested by Owner will be billed separately.

Print Advertising Fee

Fee charged by publication, i.e. local newspapers, periodicals and websites that charge a fee