



Dowda Realty “101” OWNER INFORMATION

Listed below, please find a simple outline of the services offered by Dowda Realty, Inc.

When you trust your valuable real estate investment to a Professional Property Manager you are choosing can say “goodbye” to worry. Dowda Realty will manage the property efficiently, professionally, and economically – freeing you to do other things.

Full Management Services:

- 12% of each months rent. Flat fee, includes basic services.

· Collect Rents.	· On line photo tour.
· Lease signing services.	· Showings.
· Provide maintenance and repair service coordination	· Comparative Market Analysis (CMA) to maximize rents and income.
· Monthly drive-by surveys.	· Ability to recover NSF checks, evict tenants, and collect bad debts.
· Perform thorough move-in/move-out property evaluations.	· Properties photographed and surveyed prior to each occupancy.
· Tenants are interviewed and screened, based on credit, income, employment, and landlord references.	· Confront and negotiate with tenants to enforce the terms of the rental agreement.
· 24 hour Emergency Services.	· Serving legal notices and coordinating evictions.
· Management fees deducted from rent. Funds are dispersed on or before the 25 th of each month.	
<ul style="list-style-type: none"> <input type="checkbox"/> On line statements or E-mailed Monthly Statements including accounting of all expenses for the current month. Copies of original invoices for price confirmation. 	

Start up fees:

- \$150.00 One time Administrative Set-Up Fee. Required up front.
- \$500.00 Owner “Operating Account”. Funds are used for services, maintenance, and advertising.
- **\$650.00 total.** Funds required upon contract signing.

Standard Advertising: Dowda Realty offers a “Standard Advertising Packet”, at the owners expense. For the “Standard Advertising Packet” **expect approximate advertising costs of \$200.00 per month**, and will not exceed \$200.00 per month, even if costs exceed that amount. We can stretch your advertising dollar further than you can because of our corporate rates, agreements, and marketing techniques. All vendors are paid by our company credit card and will show up on invoices as “Bank of America”. **Unless otherwise directed, all of the following means will be utilized to find a qualified renter.**

Our “Standard Advertising Packet” may include, but is not limited to any or all of the following:

- Internet ads- Please note, an estimated 85% of our inquires are through the Internet. More then 79% of the advertising costs go directly to the Internet advertisements.
- Print media includes display advertising through: Gazette, American Classified, and Pikes Peak Publishing.
- Multi-Media may include: Virtual Tour, Picture Tour, and (MLS) Multiple Listing Service.
- Other Advertising may include: “In-House Listing”, 15 relocation services, Yard sign and lock box.

Minimal Advertising: Dowda Realty requires a minimal advertising budget of **\$60.00 per month**. This includes only Internet web site placement on the Dowda Realty run web sites. If at any time the owner account is in the negative, the Standard Advertising is switched to the Minimal Advertising. All Advertising is at the owners expense, and will not exceed \$200.00 per month, even if costs exceed that amount.

Not Provided or Charged For:

- No “Lease-Up fees”, “Finders Fees”, or “Procurement Fees”.**
- No management fees charged for vacant properties.**
- No minimum monthly charge.**
- No maintenance up-charging** or additional fees, mark-ups, or kickbacks from vendors. Maintenance is sub-contracted out to licensed, bonded, and insured vendors. Vendors are affordable and reliable.
- No repairs or remodeling that require a building permit.**
- Will not accept new properties into our inventory that require more then \$500.00 in repairs.**



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Place Tenant Only Services: *Dowda Realty will endeavor to find a “Ready-Willing-and-Able” tenant.*

· Owner pays ½ of one months rent (for ready, willing, and able tenant)	· Dowda Realty assumes no responsibility for the care, maintenance or condition of the property.
· \$150.00 Administrative Fee.	
· “Standard Advertising” costs at \$200.00 per 30 day increment.	
· Lease signing service.	· Showings.
· Collect First months rent.	· Comparative Market Analysis (CMA) to maximize rents and income.
· Tenants are interviewed and screened, based on credit, income, employment, and landlord references.	· Properties photographed and surveyed prior to each occupancy.
· 30 Day Close-Out of Accounts	· On line photo tour.

For Rent or For Sale:

- Can market your property “For Sale” or “For Rent” whichever contract comes in first.
- Dowda Realty, Inc. **can** list your property “For Sale”. Please, contact office for an “Exclusive-Right-To-Sell” contract.
- Willing to work with other listing agents.
- No cancellation fees if the property sells before it rents.

Eviction Services:

- Eviction services: Full eviction- \$300.00 for tenants NOT placed by Dowda Realty, Inc.
 - This does not include Collection, Attorney, or Court Fees.
 - Includes the initial serving and the first 6 hours of Agent Services.
- Eviction procedures - available for \$50.00 per hour. Includes forms. **WE ARE NOT ATTORNEYS.**

Tenant services:

- Tenant “Pay-TO-STAY” program (No cost to owners).
- Move-In Incentive program.
- Spanish Services.
- 24/7 Emergency Maintenance Services.
- Easy pay options.

Experience:

- Legal procedures for eviction.
- 3-day demand for compliance services.
- Section 8 Housing, Mod rehab, and HUD program experienced.
- Office offers more then 30 years of experience.
- Family owned and operated business. Practicing professional property management since 1991.
- Active Members of NARPM (National Association of Residential Property Managers).
- Licensed Realtors ® .
- Specializing in Single Family Homes. Referral assistance for Multi-Unit buildings.