



337 NE Emerson Avenue
Bend, OR 97701
541-382-3888

PROPERTY MANAGEMENT SERVICES

Management Fees are as follows:

Full Service- One year signed Homeowner Agreement: 10% of the gross collected rents with a minimum fee of \$70.00 per unit/per month. 12% if on acreage. Yearly Residential Lease Agreement re-written at no charge to the homeowner. One time set-up fee of \$150.

Short Term/Month to Month - \$500.00 placement fee plus 10% of the gross collected rents monthly, starting on the first day of the following month. (part time residents, properties going back to the bank/foreclosure or short sale)

Placement Only – one-half of the first month’s full rent or a minimum of \$500.00. (Advertise, show property, screen applicants, prepare lease for homeowner and transfer all necessary documents to homeowner upon move-in by new tenant). Re-writing a lease agreement that has expired, with a walk-thru, will cost \$150.00 to homeowner.

Meet prospective homeowner at property with no charge for rental evaluation and consultation.

Capital Improvements - If we are required to arrange for capital improvements (roofs, carpentry, exterior painting, remodels, Department of Forestry, etc) there will be an administrative fee of 10% of the invoice.

The following is a list of services offered to our clients:

1. Complete a **new property initial evaluation** with digital photos of the property’s current condition for our file and safekeeping.
2. Prepare photos to be placed on our website at www.rentbendoregon.com and craigslist. (These photos will be kept on file should we need to advertise the property again in the future in a timely manner).
3. Place a Morris Hayden Property Management **“For Rent”** sign on the property. (Provided CC&R’s do not have restrictions.)
4. Screening of new tenants, which includes obtaining applications, credit reports, employment verification, landlord verification, criminal and background/eviction searches.

5. Collect all rents and security deposits. Rents are due on the 1st of the month and are considered late if received after the 6th of the month.
6. Late fees are collected after the 7th of the month, 72 Hour or 3-day notices to pay or quit are sent out on the 10th of the month.
7. Should we need to proceed to court to file an FED/eviction – court appearances and lock outs, homeowners will be charged for the cost of the filing fee along with personal service from the Sheriff's department. However, no additional fees will be charged for Property Manager's additional time. **(The described costs below are typically reimbursed by tenant)**
 - a. Cost to file an FED/eviction is \$75.00 for filing and \$36.00 for Sheriff Services (filing fees only)
8. If any other violations occur, we will proceed accordingly.
9. If homeowner requests, we can pay insurance, dues, yard care, utilities, and maintenance bills from owner's account.
10. 15th of the month disbursements sent to property owners via mail or e-mail. (owner's choice)
11. Computerized monthly statements with copies of all invoices/expenses.
12. Year end cash flow reports (P & L statements).
13. Bi-annual interior inspections will be performed with a report to the homeowner.
14. Handle all maintenance calls. We have reliable maintenance and contractors available.
15. Handle all tenant calls and complaints.
16. 24 hour/7 days a week availability to be reached for tenant related emergencies.
17. Upon tenant moving in or out we complete an extensive inventory and condition checklist with pictures that clearly document the property's condition for use when processing the final tenant accounting.
18. 24 Hour Emergency Service Number available for all tenants and homeowners 541-330-4772

For additional information or specific questions, Please call us directly at 541-382-3888. We are not Closed on Wednesdays. We are in the office and can be reached through e-mail or our answering service.