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## **LEASING SERVICE RENTAL POLICY**

Thank you for your inquiry regarding our services. Our leasing service includes finding a tenant for your property, advertising and showing the property to prospective tenants. A credit check is processed on each tenant; current and previous landlord reference(s) are checked, criminal background search and employment verified, if necessary. The security deposit is collected along with the first month's rent and a Lease-Rental Agreement is signed.

The fee for our leasing service, when it is rented, is one-half (1/2) of one full month's rent. The fee will be deducted from monies received from the tenant. The balance will be forwarded to the owner with copies of all paperwork, except the credit report, which we are not permitted to send. There is also an initial \$150.00 one-time set-up fee. This fee includes advertising costs as well as professional photographs of the property for advertising.

After taking possession of the property, further contact by the tenant is directed to the owner. This includes rents, maintenance requests, vacating notices, etc.

If an owner desires Pierce Property Management to inspect the property upon the tenant's vacating the unit, there will be a charge of \$250.00. We will send the report and pictures to the owner who will be responsible for coordinating work and the disbursement of the tenant's deposit.

Independent vendors used by Pierce Property Management are available for maintenance work on properties at the owner's request. We do not charge fees for coordinating or overseeing the maintenance.

Upon completion of the paperwork and receipt of the one-time set-up fee, your file is set up and the property is placed on our available rental list. We also advertise on websites at no charge to the owners.

If you choose to use our service again at a future date, there is a \$75.00 reactivation fee and a new one-time contract is signed. The initial \$150.00 set-up fee will not be charged again.

We look forward to being of service to you. Please feel free to let us know if you have any questions.