

# PROPERTY MANAGEMENT



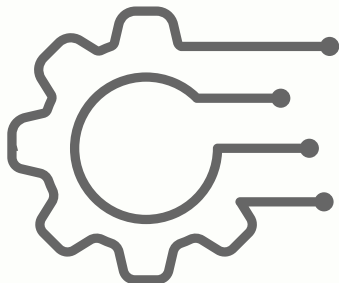
**JONES**  
**HOLLOW**  
REALTY GROUP

# PROPERTY MANAGEMENT



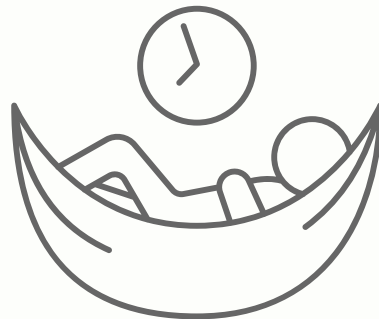
## There Is A Lot That Goes Into Managing A Property.

Our job is to worry about every possible detail,  
so you don't have to.



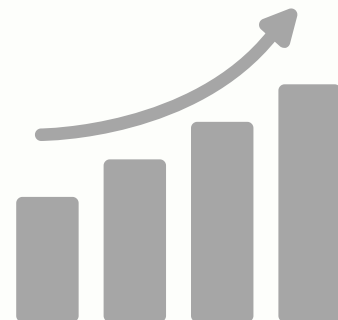
### **Streamlined Efficiency**

Set your property on  
autopilot when you sign  
on with Jones Hollow  
Realty Group Inc.



### **Effortless Management**

Leave the burdens that  
come with property  
management to us. We'll  
do the heavy lifting for you.



### **Increased Profits**

Take advantage of Jones  
Hollow's carefully  
cultivated business  
relationships to cut costs  
and increase ROI.

**No Workload, No Headaches.  
Leave the Dirty Work in  
Managing Properties to Us.**



**JONES  
HOLLOW  
REALTY GROUP**

## **Our Services**



### **Maintenance**

Utilize our around-the-clock support systems to clear, shovel, paint, fix, and clean your property to keep it in ideal shape for maximum return on investment.



### **Rent Collection**

Simplify the process with a secure and encrypted client portal.



### **Legal Support**

Let our legal network handle your lease agreements, collecting of evidence, and providing you with advice and representation.



### **Compliance**

Entrust us to keep your property completely up to government codes and standards.

# Property Management Services

The relationship between Jones Hollow Realty, LLC and the real estate investor is established by the Property Management Agreement, which is included with this proposal. The agreement is usually for one year with an automatic month-to-month renewal unless one of the parties terminates the agreement with 30 days' notice. The Property Management Agreement gives the property manager a wide range of authorities, and establishes the terms to be used for leasing any properties covered under the agreement. The management agreement can cover one property or multiple properties.

**Finding** - Jones Hollow Realty Group will assist a real estate investor in finding properties to purchase for investment. This includes working with an investor to determine their investment budget, property criteria and income goals and objectives. Once the budget and income goals are finalized, then Jones Hollow Realty will search the MLS for properties that will most likely fit the criteria of the investor. Jones Hollow Realty's compensation for this service is the standard commission for representing a buyer in a real estate transaction, and this commission is paid by the seller's listing agent.

**Assessing** - When a particular property is located that fits the criteria of the investor, the localized market is reviewed to understand the achievable rental rates on a per square foot per month basis. For example, a community may have an average rate of \$.80 per sq. ft., so a 2,000 sq. foot house would lease for \$1,600 per month. The average days on market will also be researched to determine how quickly a vacant property can be leased after it is placed on the market. Finally, the community is evaluated to see if the schools are highly rated, there is convenient shopping and close proximity to thoroughfares.

**Acquisition** - When a "go" is received on a property, then Jones Hollow Realty works with the investor to acquire the property. An initial offer is made only after the comparable sales are evaluated. If there is an acceptance or counter-offer, then Jones Hollow works for the investor to reach an acceptable price. A 10-day option period is negotiated to permit the investor to conduct inspections to approve the property for purchase. After the inspections are completed, Jones Hollow Realty will help the investor negotiate for any required repairs or allowances. Closing the transaction is conducted at a title company recommended by Jones Hollow Realty. A licensed real estate inspector will be employed to inspect the home, and other professionals will be used as required.

**Make-Ready** for leasing after a property is acquired, it must be prepared for occupancy. The property must be cleaned professionally and any repairs made. An Inventory and Inspection Report is completed by the property manager showing any conditions in the

home that need attention. For example, air ventilation filters should be changed, non-working light bulbs replaced, and all plumbing, mechanical and electrical systems tested to assure an operational basis. If repairs are necessary, they should be known and expected as a result of the property inspections conducted prior to acquisition. Most repairs should have been made by the seller before closing, or if an allowance was made then the property manager should have already lined up contractors to perform the repairs. In the case of a home that has been leased and vacated by a tenant, the professional inspectors conducting the inspection at the end of the lease will identify any repairs that the tenant or owner will have to make. These should be done quickly to minimize the time to re-lease the property.

**Locating a Tenant** - Immediately after the property is acquired, Jones Hollow Realty will list the property for lease. Even if repairs are not complete, a lease can be signed with a tenant with an occupancy date based on when the repairs will be complete allowing the tenant to move into the property.

**Qualifying a Tenant** - Jones Hollow Realty will require the prospective tenant to complete a tenant application and pay an application fee. The application will be reviewed by Jones Hollow Realty. A recommendation report will be provided to the investor for final approval before a lease is executed.

**Leasing to a Tenant** - Once a tenant is approved, the owner will provide a lease and consult an attorney if needed. Jones Hollow Realty under the terms agreed to by the investor, will assist.

**Delivery of Premises to Tenant** - The delivery of the premises is a critical time in the lease transaction. The property manager completes a checklist to document the condition of the property. Once documented, the property manager provides keys.

**Property Management Website:** [JoneHollowRealty.com](http://JoneHollowRealty.com)

Prospective tenants are able to search available inventory properties and apply on line to lease a property.

**Repairs and Maintenance** - The tenant has a responsibility to maintain the property and prevent damages, and the property owner has general responsibility to maintain the equipment in the home.

**Accounting** - Jones Hollow Realty Group has the ability to assist in collection of rent. Inquire for more details. Payments can also be made electronically to owners.

**Maintenance** - As property manager, Jones Hollow Realty will respond to repair requests by owners and will also initiate repairs based on inspections of the property. Repairs costing more than \$100 will be approved in advance of the commencement of work, unless a delay will cause additional damage, such as a plumbing leak. Jones Hollow Realty has a number of qualified contractors such as plumbers, electricians and air conditioning technicians that can make repairs to the property at a reasonable cost.

**Property Inspections** - as determined by the lease agreement and this agreement.

**Termination of Lease** - The lease terminates as per the lease agreement. The property is put on the market for lease as soon as the notice is received from the owner that it will not be renewed. During this period, the tenant is required to allow access to the property to any Realtor showing the property. When the tenant vacates the property, the property will be inspected to prepare an after-lease property inspection. If there are any discrepancies or repairs noted on the report, the tenant is notified that there will be a charge to make the repairs or clean the property. The tenant has a security deposit equal to one month's rent in most cases, and this money is held until all final repairs are made. Typical charges include cleaning, removal of trash and debris, painting, carpet replacement, etc.

Service

**Fee Schedule The fees associated with our property management services are broken down into several areas:**

**1. Commission** - There is a fee of one month's rent to procure a tenant for the property paid by the tenant. If a tenant is represented by a Realtor, then that Realtor's commission is split between Jones Hollow and the other Realtor.

**2. Management Fees** - The management of the property on a monthly basis is covered by a \$100 management fee per unit that is paid to Jones Hollow Realty, LLC by the property owner.

**3. Repair oversight** - In the event that repairs are required on the property, a 10% fee is charged for the oversight of the contractors and vendors involved in the repair. Minor repairs costing less than \$250 are subject to a \$25 fee. Site visits to determine issues are subject to a \$25 fee. All requests will come through owner to visit property.

**4. Eviction** - In the event that a tenant must be evicted from the property for a breach of the lease, Jones Hollow Realty can assist with getting the owner legal representation. Fees are set by Legal Counsel.



**JONES  
HOLLOW**  
REALTY GROUP



# **Just Sit Back and See Your Profits Maximized.**

---

Choosing Jones Hollow Realty Group to manage your property means choosing to relax, knowing that your property is in good hands and that things will move smoothly from one month to the next.

Our expertly-managed system streamlines every detail of owning a property to minimize your stress and maximize your returns.