

Signature Properties

5132 N Palm Ave #130, Fresno, CA 93704

Office: 559-432-1703 Fax: 559432-3467

DRE#01304406

Property Management Services

This is for full service management and includes the following services:

- Advertising the property (web and signage)
- Showing the property
- Performing the background screening
- Preparing the necessary paperwork (leases etc)
- Initial move-in inspection
- Monthly collection of rents
- Monthly distribution of your proceeds
- Monthly owner statements and reports
- Taking of maintenance calls, collecting bids, scheduling maintenance work
- Performing maintenance work that you have approved
- Tenant management (serving of notices, handling problems etc)
- Eviction services referral
- Performing Annual Health and Safety Inspections

As you can see, our program is very comprehensive. We handle full service management and like to work hand-in-hand with you if that is how you want to oversee your property.

Should you have any questions please don't hesitate to contact me at 559-432-1703 or email me at Fatima@Signaturefresno.com.

We look forward to doing business with you, and are confident our services will accommodate your rental property needs.

Fatima Mosby, Broker/Owner

DRE Lic#01304406

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Full Service Management Fee

Effective March 1, 2022

Management Services

Monthly Management (fee based on monthly rent)	10%
Tenant Placement Fee	\$150 over \$2000 ½ of first mo. rent (Min. \$500)
Annual Maintenance Preventive Report	\$100/inspection
New property w/Existing Tenants w/photos	\$100/inspection
In-House Maintenance	See Maintenance Task List
CPA Quarterly Tax Preparation-Out-of-State Owners	\$45.00 per return
Annual Administrative Fee	\$75.00(charged in December for the Upcoming year)
File Set-up	Included
Advertising (web and signage)	Included
Annual 1099's and Year-end Financials	Included
Property Close-out fee/storage	\$300.00
Additional visits at request of Gov. Agencies/Financial Agencies	\$50.00 per visit

Note: *These fees and services can change at any time. We have no control over online advertisers. We are bound by Fair Housing Laws and follow them strictly. Laws can and do change at any time.*

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Management Explanation of Services- Full Service

Effective March 1, 2022

Monthly Management - Being on call 24/7 for maintenance emergencies/requests, collect rents, paying bills for owner (utilities, landscaping, vendors) emailing monthly statements, handle tenant/owner communication and issues, providing current market analysis when setting rents, ensuring compliance with housing, landlord/tenant laws along with protecting your from habitability lawsuits. Compliance with local ordinances, maximizing your time and return on your rental. Additional optional services that are selected may be incorporated into your monthly management fee.

Tenant Leasing Fee - Preparing property to rent (of not tenant occupied) such as coordinating needed vendors to paint, clean or handle yard work. (Owner pays for additional vendor services). We turn utilities in, clean and show, schedule/show property, screen and run credit checks, process applications, accept holding deposits, prepare leases, do move-in/move-out reports, handle monies, prepare financial statement to owner.

Annual Preventive Property Check- SP performs an annual preventive maintenance check on all units signed up for the program. We provide this service to help mitigate liability and future potential damage to property. It is one of the few legal ways we can get into the property.

New Property w/Existing Tenants- SP notifies residents of new management and provides them with instructions for how and where to pay rent and report maintenance issues. Unit inspections are performed, and new rental agreements are created with all residents and procure signatures. Additional charges may apply if residents are part of the Housing Voucher Program.

Tenant Turnover/Move Out- This is when a tenant vacates the property and SP staff perform the move out inspection, photograph the property, put together any work orders associated with the turnover, get bids for work, if necessary, monitor vendors and ensure the property is ready for new occupant. Handle the security deposit return and provide all receipts, photos, detailed move-out report, and security deposit due back to tenant within the 21 days required by law.

In-house Maintenance - We use our own maintenance staff to provide basic property maintenance services at the lowest cost possible which is time and materials. No service coordination fee is charged when in house maintenance is used.

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Management Explanation of Services- Full Service

Effective March 1, 2022 (continued)

Attorney Consulting on Behalf of Owner - If SP has to consult with attorney to deal with tenant issue an hourly rate will apply. If SP has to start eviction, the file will be delivered to the attorney for the eviction process and his fees will be charged to the owner.

FC Baseline Inspection Program - The City of Fresno has a Rental Inspection Program that is now a City Ordinance. Owners must register and may have the opportunity to do self-certifications as opposed to the City performing the Inspections. SP will act as agent/manager for the Owner and will perform the self-certification and/or meet with the City Inspector if necessary. SP will handle all paperwork and fees involved on behalf of the owner. If maintenance work is required to be in compliance, SP will coordinate with vendors and additional fees will apply.

Housing Voucher Participant - The City of Fresno Housing Authority administers this program which does provide a valuable service to members of the community in need. We have had good success with this program. This program requires a lot of paperwork to be in compliance with local, state and federal laws. In addition to special leases, rent limits, and annual inspections required by the HA we are happy to work with this program but do charge an additional annual fee to make sure the owner is in compliance with all paperwork and laws governing the program. This is a voluntary program.

File Set-up- It is very time consuming to set up the accounting profiles of Owners/Tenants and the actual files. Bank accounts, W-9, out of state withholding forms (if applicable) bills to pay on behalf of the owner, utilities, notifications to existing tenants and vendors, keys (verifying keys work) and other in house procedures to set the new property.

Advertising - This is a flat fee that will be charged for all advertising including the internet, SP website, signage and our printed rental listing. It is an intensive setup, advertise, and repost photos and text on the internet. We have no control over online advertisers that can change at any time. We have no control over property listings that get flagged and taken down. The For Rent signs are a service provided by a third party.

Additional Accounting Charges- There are additional charges for accounting services such as withholding taxes due to the FTB, as quarterly returns are mandatory for out-of-state owners.

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Management Explanation of Services- Full Service

Effective March 1, 2022

Owner Change of Service/Contract - This is when a client has hired us for full management services and then changes their service to be tenant placement only. This change in service unfortunately results in Management having to redo all of our paperwork and advertising, and the loss of expectations by Owners. The paperwork involved with tenant is different depending upon the type of service owner has requested.

Property Close-out - This is when Owner or Signature Properties closes out full management services with Signature Properties. There is a great deal of work that goes into closing out a property. If tenant occupied- notify tenants, vendors, transition over any bills that are paid on behalf of the owner such as: gardener, utility accounts. Provide leases to owners, give tenant deposits to owners, and provide close out accounting statements to tenants and owners. If tenant move out- we handle the move out, security deposit return and return a vacant property to the owner. By law, we have to store the files for a minimum of 3 years.

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Concierge Services

Effective March 1, 2022

<u>Applicant Screening Services Only:</u>	250.00
<u>Leasing Preparation:</u>	\$500.00
<u>Applicant Screening & Lease Preparation Combo:</u> application	\$500.00 per lease and \$50.00 per application
<u>Housing Voucher Program:</u>	\$150.00 per participant
<u>Lease Extension:</u>	\$100.00 per lease
<u>Tenant Turnover & Move-Out:</u>	\$300.00 per unit
<u>Misc. Paperwork Handling Fee:</u>	\$25.00-\$100.00 per document
<u>Property Care Taking:</u>	\$250.00 per month

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Management Explanation of Services- Consierge Services

March 1, 2022

Applicant Screening Services Only:

This is for the owner who wants to show, advertise, and handle the paperwork for their potential tenant but would like professional help in screening the applications, by running credit, check for judgments/evictions, provide employer and tenant verifications. We never meet with the prospective tenant.

Lease preparation Only:

This is for the owner who has the applicant approved but needs professional guidance in putting together a legal and current lease and addendums. We never meet the tenant. We provide the paperwork to Owner who signs the lease with the tenant.

Applicant Screening & Lease Prep Combination:

This is a combo program where SP screens and advises owner if applicant can move forward with the lease. If so, SP will prepare the lease paperwork and the owner will sign the lease with the tenant. SP and staff never meet or interact with the applicant/tenant.

Housing Voucher Participant:

The City of Fresno Housing Authority administers this program which does provide a valuable service to members of the community in need. We have had good success with this program. This program requires a lot of paperwork to be in compliance with local, state and federal laws. In addition to special leases, rent limits, and annual inspections required by the HA we are happy to work with this program but do charge an additional annual fee to make sure the owner is in compliance with all paperwork and laws governing the program. This is a voluntary program.

Lease Extension:

This charge is to prepare proper lease extension and advise owner on how to extend the lease.

Tenant Turnover/Move Out:

This is when a tenant vacates the property and SP staff perform the move out inspection, photograph the property, put together any work orders associated with the turnover, get bids for work, if necessary, monitor vendors and ensure the property is ready for new occupant. Handle the security deposit return and provide all receipts, photos, detailed move-out report, and security deposit due back to tenant within the 21 days required by law.

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Management Explanation of Services-Consierge Services

Effective March 1, 2022 (continued)

Misc. Paperwork Handling Fee:

If SP has to provide copies of or create specific paperwork such as: 1099's, year-end statements, leases, management agreements, letters to outside professionals such as Realtors, CPA's, mortgage specialists, bankers, etc. there will be a per document fee charged.

Property Care Taking:

The service is oriented to those owners who do not rent their home but will be gone for extended periods of time and want to have the property looked after while not living full time in the home. We can pay bills such as utilities, HOA, security company, gardeners, and can even provide mail pick up service. We will check on the property both outside and inside to ensure everything is in working order.

Consulting/Coaching:

SP does provide consulting services to property owners regarding renting vs. selling, remodeling do's and don'ts, rental rates that one might expect, problem solving tenant issues and any other rental property issues that may arise.

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Miscellaneous Leasing Fees:

Owner Cancellation Fee- Prior to Tenant Placement: If Applicable \$250.00

This fee applies when Owner/SP cancels management contract and we have not placed the tenant into the unit as of cancellation. We spend a significant amount of time advertising, screening calls, scheduling and showing the property, processing applications and making sure the property is ready to rent.

Owner Cancellation Fee-Qualified Tenant Has been Found: If Applicable \$450.00

This fee applies when Owner/SP cancels management contract because qualified applicants has been found and approved by management and owner changes their mind and no longer want to rent property.

We spend a significant amount of time advertising, screening calls, scheduling and showing the property, processing applications and making sure the property is ready to rent. We have found a willing and well qualified tenant ready to move into the property.

Owner change of service/Contract:

\$300.00

This is when a client has hired us for full management and then changes their service to be tenant placement only. This change in service unfortunately results in Management having to redo all of our paperwork and advertising, and the loss of expectations by Owners. The paperwork involved with tenants is different depending upon the type of service owner has requested.

File Close Out/Storage (3 years):

This is when Owner or SP closes out full management services with Signature Properties. There is a great deal of work that goes into closing out a property. If tenant occupied-notify tenants, vendors, transition over any bills that are paid on behalf of the owner such as: gardener, utility accounts. Provide leases to owners, give tenant deposits to owners and provide close out accounting statements to tenants and owners. If tenant move out-we handle the move out, security deposit return and return a vacant property to the owner. This charge is per unit. By law, we have to store the files for a minimum of 3 years.

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ACH/CREDIT Authorization Form

Please fill out and attached with a voided check, you must attach a voided check with this authorization form .

I, _____ authorized Regency Property Management to initiate credit entries to my account at:

]Financial institution name: _____

Financial institution routing/transit number: _____

Type of Account: Checking or Saving (include a void check)

Financial institution account number: _____

This authorization shall remain in full force and effect until I terminate it in writing by sending my notice at least 30 days prior to the date of the next scheduled credit to:

Signature Properties
5132 N Palm Ave #130
Fresno, Ca 93704

Name (Please Print)

Date
