



## SCHEDULE OF FEES

**Management Agreement** Owner(s) shall pay KLC a Placement Fee - one half (1/2) full month's rent - \$400 of which is required before any services will be performed and is non-refundable. Up-front fee of \$400 is due upon signing of documents. Services include but not limited to:

- (1) Assessment of property and recommendations,
- (2) Advertise for lease
- (3) Tenant showings
- (4) Tenant screenings
- (5) Collect deposits and first month's rent
- (6) Draft and sign lease
- (7) Provide tenant access.
- (8) Initial Walk-through inspection, which will be documented.

Upon appointment of KLC as "authorized agent" for Owner(s), KLC will be paid a full placement fee even in the event Owner(s) procures tenant. This will NOT include rental certificate inspection or coordination of repairs.

**Monthly Management Fee** – Monthly management fee is 10% (ten percent) of the monthly rent. Includes above services plus:

- (1) Ongoing monthly management
- (2) Collection of monthly rent,
- (3) Collection of late fee income and laundry fee income
- (4) Prepare monthly owner(s) statement
- (5) Coordinate maintenance as needed,
- (6) Pay vendors on owner's behalf as needed,
- (7) After hour emergency contact.

**Placement Agreement** Owner(s) shall pay KLC a Placement Fee - one (1) full month's rent - \$400 of which is required before any services will be performed and is non-refundable. Up-front fee of \$400 is due upon signing of documents. Services include but not limited to:

- (1) Assessment of property and recommendations,
- (2) Advertise for lease
- (3) Tenant showings
- (4) Tenant screenings
- (5) Collect deposits and first month's rent
- (6) Draft and sign lease
- (7) Provide tenant access.
- (8) Initial Walk-through inspection, which will be documented.

### **Investment Portfolio package**

Call us to discuss your specific needs and we will customize a pricing package or you.

### **Lease Renewal Fee -**

**Single Family Home, Condominium or Townhome** - \$125.00 for the renewal of a lease for a term of up to 12 months.

**Apartment Complexes** - \$75.00 for the renewal of lease for a term of up to 12 months – charge per occurrence.

### **Professional Property Photographs –**

**Professional property photographs - \$125.00** – Eight professional interior and exterior photos to be used for internet advertising.

## **OPTIONAL SERVICES**

- **Rental Certificate Inspection** A fee of **\$200.00** will be charged to meet inspector for initial inspection, draft a list of repairs, and final walk through inspection. This does not include coordination of repairs or the actual repairs themselves. This does NOT include the cost of the Rental Certificate - this will be invoiced directly from the City in which your home resides.
- **Tenant Walk Through Inspection** This service is available to those who are enlisting the Placement Fee Services of KLC and are not able to do their own walk through with the tenants prior to occupancy or prior to vacancy. For a fee of **\$125.00** KLC will do a walk-through of the Premises, make an itemized list, and photograph the property
- **Rental Certificate** - Cost varies by City, consult City web-site or call direct.
- **Maintenance Fee** - KLC's in house maintenance is **\$75.00 per hour** with a one hour minimum. This does not include the cost of materials.
- **Consulting Fee** – KLC is available to hire on an “as needed” basis for a fee of **\$50.00 per hour**.
- **Eviction or FED (Forcible Entry and Detainer)** – This service includes posting a Notice to Quit, filing the FED in Small Claims Court, process service fee and certified mailing. The cost is **\$350.00**.
- **KLC PROPERTY MANAGEMENT is pleased to address all the property management needs of our clients. If you have a special circumstance and the fee is not listed above, please call our offices at 515-224-7212, extension 205.**

**THANK YOU! We appreciate your business!**