

# Palmetto Shores Property Management



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## PROPERTY OWNER SERVICES

At Palmetto Shores Property Management we strive to provide our clients with exceptional management services for their investment properties at competitive prices. Palmetto Shores Property Management is a FULL SERVICE property management company specializing in properties throughout Beaufort County, South Carolina. We are here to assure our clients' success in their real estate matters. Our services include, but are not limited to, the following:

### **PROPERTY MAINTENANCE, REPAIRS, AND INSPECTIONS**

Our staff and referral network can handle all the maintenance, repairs, inspections and improvements your property requires, 24 hours a day. We maintain an extensive referral network of qualified and fair-priced tradesmen who respond to all needs in a timely and effective manner.

In order to oversee these processes while your property is vacant, you will be charged for our handling of any repairs, renovations or improvements. These fees are specifically itemized in the Residential Management Agreement.

### **TENANT ACQUISITION AND SERVICES**

It is our goal to acquire qualified tenants in a timely fashion for all our clients.

#### ➤ **Marketing**

- Public Campaign:
  - Palmetto Shores Property Management sign placed in the yard of the property (where applicable).
  - Web campaign to include local, national, and international websites and our business website.
  - Print advertising campaign in the local periodicals (as needed).

- Web Campaign:
  - Web campaign to include the Palmetto Shores Management website and military websites such as AHERN, REMilitary and other websites chosen specifically for your property such as BeaufortOnLine and BookKoo, which are local websites frequented by thousands of people daily, and other sites as needed.
  - Prominent positioning on our business website.

➤ **Leasing**

We oversee the placement of your tenants from application and screening to placement and retention.

- Complete credit and reference checks of all applicants.
- Negotiation, execution and enforcement of lease, community rules and individual owner's requests.
- Supervise move-out and replacement of tenants.
- Facilitate all eviction procedures as necessary.

**ACCOUNTING SERVICES**

We provide the following accounting services

- Experienced market price consultation
- Monthly rent collection, dispensing of expenses and net income
- Detailed, itemized monthly statements of income and expenses

## **FEE SCHEDULE**

### **Initial Set-Up Fee**

15% one time charge for the purpose of:

- File set-up for all contracts, paperwork, account set-up, etc.
- Property visit for inspection, digital pictures, sign placement
- AHERN website listing
- Palmetto Shores Property Management website listing
- Website population via other web resources

### **Reserve Fee**

\$400.00 to be maintained in your account as working capital for regular, routine or emergency maintenance repair

### **Monthly Vacant Property Management Fee**

\$50.00 a month minimum (temporarily discontinued)

### **Monthly Occupied Property Management Fee**

10% of monthly rental amount with a minimum of \$50.00 for unfurnished properties

### **Tenant Placement Fee**

5% of the first full month's rent for each new tenant

### **Restoration / Major Improvement Fee**

5% of cost of new construction, substantial repairs or capital improvements over \$5,000.00 with written authorization from Owner for coordinating, scheduling and supervising said work

### **Web Advertising**

Included in the monthly management fees, unless otherwise noted by Broker or requested by Owner. Additional web advertising requested by Owner will be billed separately.

### **Print Advertising Fee**

Fee charged by publication, i.e. local newspapers and periodicals