



PROPERTY MANAGEMENT SERVICES

Full Service Property Management for Residential Property Owners

WINDERMERE PENINSULA PROPERTIES

PROPERTY MANAGEMENT SERVICES

With an unmatched industry reputation, the highest standards and innovative marketing, advertising and positioning, Windermere Property Management provides the best overall experience for residential property owners as well as for residential tenants.

FULL SERVICE SINGLE FAMILY AND MULTI-FAMILY RESIDENTIAL PROPERTY MANAGEMENT

Our Services Include:

- Comprehensive print, internet, direct and word-of-mouth advertising
- Complete tenant screening and background checks, including criminal, credit, employment, reference and rental history checks
- Property maintenance and repair management
- Payment of utilities, dues, assessments, etc.
- Rent collection and distribution
- Security deposit management
- Move-in / move-out inspections
- Monthly operating statements and comprehensive reporting
- End of year income tax documentation provided in your 1099 tax form
- Regular interior and exterior property inspections

If there are services you are seeking that you don't see listed here, please don't hesitate to contact us to discuss your specific needs. We understand that every property and every owner's situation vary and we are able to tailor our services to meet and exceed your needs and expectations.

PROPERTY MANAGEMENT FEE SCHEDULE

- **One time Bookkeeping set up fee**, to be established per property
- **Leasing Commission** – one half of the first month's rent.
- **Monthly Management Fee** – 10% of the gross monthly income per bldg/property with \$100 minimum.
- **Maintenance Reserve Deposit** – \$300.00 (this can be drawn from the first months' rent or paid in advance by (Owner).
- **Notices & Process Server Fees** – Cost paid by Owner directly to Service being used.

ELECTRICITY & WATER & SEWER

These need to remain in owners name and on during vacancies. Please have the bill sent care of Windermere Peninsula Properties, PO Box 200, Allyn, WA 98524. These will be placed in tenants name and mailing address upon the tenants move-in and prorated.



(360) 275-5002

allyn@windermere.com or belfair@windermere.com
Windermerepeninsulaproperties.com



UTILITY SERVICES

The responsibility for utility services is determined as part of the lease agreement and can vary from property to property. Owners may choose to include certain services in the rent or require tenants to establish accounts in their own names.

When preparing a property for a new tenant, it's helpful to consider the following:

Garbage & Recycling – Decide whether garbage and recycling service will be included in the lease or transferred to the tenant. If the property is vacant between tenants, arrange for service to continue or be paused as needed.

Cable & Internet – Cable and internet services are typically the tenant's responsibility. If existing service is active, determine whether it should remain connected for showings or be disconnected before a new tenant takes possession.

Telephone – Landline telephone service, if applicable, is generally arranged by the tenant. Any existing service should be transferred or disconnected prior to occupancy unless otherwise specified in the lease.

We will require that at least (3) keys be turned over to us, (2) for the tenant, (1) for us in case of emergency. If less than (3) keys are given to us at time of management agreement, there will be a \$15 charge to make keys.



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