



PREMIUM MANAGEMENT SERVICES

INCLUDED SERVICES, SERVICE FEES, AND
ADDITIONAL SERVICES

INCLUDED SERVICES
9% of gross rents



RENT COLLECTION

Timely collection and deposit of rent and all applicable fees.



WEB PORTAL ACCESS

Convenient access to all property information at your fingertips.



TENANT MANAGEMENT

Prompt response to tenant needs and work requests.



ASSET PRESERVATION

Thorough, detailed coordination and supervision of routine maintenance.



EXPERT CONSULTATION

Careful analysis and management of your property's value and ROI.



LEASE ADMINISTRATION & ENFORCEMENT

Strict monitoring and management of lease terms and conditions.



VENDOR RELATIONSHIPS

Quality service provider relationships that we put to work for your property.



**Property
Management** INC.

PMI INDIANAPOLIS



PREMIUM MANAGEMENT SERVICES

INCLUDED SERVICES, SERVICE FEES, AND
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SERVICE FEES



*ONE-TIME SET UP FEE

\$195.00

Covers time and expenses requisite to setting up the property in our systems.



ACCOUNTING FEE

\$9.95/month

Accurate, prompt recording and reporting of all financial activity. Including Owner payments & monthly statements, providing annual 1099 filings, etc.



LEASING FEE

6% of total lease

Seamless leasing experience, including gathering data/pictures, marketing, showing, tenant screening, lease negotiation, and move-in oversight.



LEASE RENEWAL FEE

\$195.00

Timely lease renewal process, including tenant management of rent increases.



ANNUAL INSPECTION

\$125.00

Annual inspection performed by Third Party Company approximately 8 months after lease start date. Report includes detailed property condition and Pictures.



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ADDITIONAL SERVICES



PROJECT MANAGEMENT 10%

Preparation of your property for leasing, and/or supervision of major repairs.



FILTEREASY \$10/mo

Provides tenants with a dated air filter every 3 months



RENT GUARANTEE PROGRAM \$25/mo

Covers all eviction costs for a new tenant & Rent for up to 2 months. If tenant is existing, the benefit becomes effective the 8th month of program.



BILL PAY \$50/month

Payment of mortgage, utilities, and other important bills



LANDSCAPE MAINT SUPERVISION \$20/month

Contract secured and managed with quality service provider



PROPERTY CHECKUPS \$59/each

Property spot-checks and lease compliance inspections.



PROPERTY TAX PROTEST \$100 + 50%

Protest the property valuation and assessed taxes to prevent overpayment.



PROPERTY SALE 5% of Sale

Expert broker services for the sale of your property.



BROKER COOPERATION \$49.95

Complete listing information provided to third-party broker.



TENANT PLACEMENT ONLY 1 Mo's Rent

Provide leasing services **only** (see Leasing above).