



*Windsor Pacific Property Management*  
*231 Market Place, Suite 412*  
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*"Committed to superior property management service since 1987"*

### **SERVICES RENDERED & FEE SCHEDULE**

#### **Complete Property Management Services**

#### **Thorough & complete prospective tenant screening which includes:**

- Credit Report
- Unlawful detainer searches
- Income verifications
- Verification of Previous tenancies

#### **Leasing Services include:**

- Listing property on our website with a slide show & linked to various rental websites.
- Listing on craigslist.com and Multiple Listing Service
- Installation of WPPM's metal frame sign  
(Cost to advertise in the newspaper and place a "wood post real estate sign" are not included.)

#### **Timely rent collections & lease renewals**

#### **Coordinating property maintenance:**

- Market-Ready: Prior to listing property on the rental market
- Occupancy: During tenant's possession of the property

#### **Accurate accounting and monthly owner statement reports**

#### **Payment of all property related invoices** (customized to each client's needs) i.e. mortgage payments, homeowners dues, property taxes, gardener, etc.

#### **Evictions** (attorney's fees and court costs not included)

#### **Our Fees are:**

- Monthly Management Fee: 6% of monthly gross revenue
  - Single Family Homes, Condos, Townhouses: Minimum \$100; Maximum \$200
  - Multi-Unit up to 4 units: \$90 per unit minimum
- Leasing Services:
  - 50% of one month's rent per tenancy
- Lease Renewals:
  - Renegotiate existing lease \$100



**Member since 1998**

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