



Property Address:	
Owner Name:	
Suggested Monthly Rent:	

Estimated Start-Up Costs & Fee Structure

Leasing Fee - Half of the first full month's rent when the unit is leased out to a new tenant only.		
Monthly Management Fee- Taken out of the monthly rent. We do not charge this fee while the unit is vacant	%10 of Monthly rent	TBD Based on monthly rent
Reserve Maintenance Account – Kept in escrow account for maintenance costs. This is taken out of the first full month's rent. Will sit in an escrow account until funds need to be used for minor maintenance items under \$400.		\$400.00
Estimated Initial Re-key & Smoke Alarm Inspection- Texas Property Code requires the unit be rekeyed before any new tenant moves in even if the property is new. Each front door requires a door viewer (peep hole) and keyless deadbolt installed. Price will vary depending on what needs to be installed.		\$350.00
Estimated Professional House Cleaning– Property will have a make ready cleaning that includes general and deep cleaning, interior and exterior of appliances, interior and exterior of cabinets, blinds, baseboards, etc. Price will vary on square footage of property and the amount of cleaning that is needed		\$400.00
Estimated Professional Carpet Cleaning- Property will have a make ready carpet cleaning that includes general stream clean, scrubbing and stain removal. If pet stains or odors are detected, a level 1 or level 2 pet treatment may be required. Price will vary on the number of carpeted areas in the property.		\$300.00
Estimated Pest Treatment– We recommend an initial pest treatment prior to a resident moving in. This treatment is for general pests and may include a flea treatment if the property owner has had any pets in the property		\$150.00
Estimated General Maintenance – The Property Manager will assess the property, once it is vacant, and will decide if general maintenance is required per the Texas Property Code or items that may need to be addressed to better market the property. If so, a general contractor will be sent out for estimates to be provided to the owner.		TBD



When the total owed exceeds the 1st month rent collected; the overage will need to be paid via an owner contribution.

Estimated Owner Draw Each Month

(Excluding any balances or maintenance)

Monthly Management Percentage	
Suggested Monthly Rent	
Monthly Management Fee	
Estimated Monthly Owner Draw	

STATEMENT OF UNDERSTANDING AND ACKNOWLEDGEMENT OF RECEIPT

Signing this acknowledgment indicates that you have reviewed the figures. The above numbers shall serve as an estimate for the initial/1st month of management fees and expenses. Prices will vary depending on what the property needs and condition of the property. Worksheet does not supersede the Management Agreement between the signed parties.

DO NOT SIGN THIS FORM IF YOU DO NOT UNDERSTAND THE FIRST MONTH'S FEES OR ESTIMATED EXPENSES.

Name

Date

Name

Date