

Treasure Coast Property Management Division

This program is designed for the discriminating Owner. We at Treasure Coast Property Management provide complete professional management services, in establishing a personal relationship with our customers, it is important that each party understands exactly what is expected of the other. Our primary objective is to place a qualified tenant assures that you have a better opportunity of having a tenant that will maintain your property and pay rent in a timely fashion.

The following is an outline of some of the benefits and services that you as our customer can expect us to provide and institute on your behalf:

You can expect that all rental applicants will be subjected to:

- A credit report on each adult rental applicant over the age of eighteen
- Perform Criminal Background check on each applicant.
- Perform an eviction search of the Florida public records.
- Verification of the applicant's employment and income.
- Request and check the applicant's past housing experience.
- Request and check the applicant's personal references
- We compare the income/debt ratio and provide you with our personal recommendation.
- All fee (first, last & security) will be collect prior to tenant occupancy.
- You can expect that our Leasing Specialist will schedule showings of your property seven (7) days a week to all prospective renters until your rental home is leased.
- We will inspect the property on a routine schedule periodically, based on the property's and Owner's needs.
- Send written reports to the Owner after each inspection with recommendation for any improvements which would be necessary to maintain the property in good condition.
- Collect and deposit all rent.
- Pay all monthly bills per the Owners instructions.
- Send 3-day late notices as per Florida Statues to any tenant that has failed to pay rent on time.
- Send eviction notices as stipulated under the law
- You can expect that once the rental applicant process is approved, we will complete and execute the lease agreement prepared by our attorney and give the residents possession of your rental home.
- You can expect to be notified by our company that your property has been leased.

RENEWAL OF AN ANNUAL LEASE

- You can expect that we will attempt to renew the resident's lease at least 60 days prior to the lease expiration date.
- You can expect that we will renew the tenant's lease for another year at the same or slightly higher amount depending on market conditions.
- You can expect that we will renew the resident's lease agreement, unless we have a written directive from you not to renew or re-rent the property.

- You can expect to receive monthly, a computerized report showing all income and expenses of your rental property.
- You can expect to receive a year-end summary statement for your tax purposes showing all of your yearly income and expenses and categorizing said income and expenses.

REPAIRS TO PROPERTY

- You can expect Treasure Coast Property Management will not affect repairs to your property in excess of \$200, without first obtaining your approval.

NOTE: This excludes repairs deemed by management as emergency repairs or repairs that are required to be effected to bring your property into compliance by law, governmental building, zoning and safety and municipal codes, or the restrictive and protective covenants of your homeowners association or repairs that in managers sole judgment are necessary for the safety of the tenants or your property. Manager shall proceed with these repairs and bring property into compliance, subject to funds being available in property owner's account.

- You can expect that during the resident's tenancy, we will institute minor maintenance repairs (\$250 or less) when deemed by us to be necessary for the preservation of your property and/or the continuation of the residents tenancy, usually occurring at the renewal of their lease.
- If the property owner provides manager with third party service contracts or maintenance warranties, then manager shall contact said provider for covered repairs, otherwise, manager shall assume that none exist.
- You can expect that we will only use repairmen, vendors and tradesman that are properly licensed and insured to handle the type of work being performed on your property.
- You can expect to receive copies of the invoices of all repairmen, vendors and tradesmen contracted to affect repairs on your property.

COMMUNICATION

- At Treasure Coast Property Management, we believe that communication is the essential element in the success of our company.
- In today's business environment, no one can assume to know or read the mind of another, or be certain of their goals and objectives. To this end, we at Treasure Coast Property Management. Have gone to great lengths to be accessible to our residents and property owners. We are available by phone, fax, e-mail and direct to our desks.

ADVERTISING & MARKETING

- Advertising, Marketing & Promotion of an Owners Property will guarantee a better return on the Owner's investment. Treasure Coast Management Division provides international exposure for all properties in our portfolio if your property meets our standards.
- International and National exposure of your property on our website and other national rental website

- Our website and international rentals website with pictures and detailed descriptions which makes it easier for Tenants to find and qualify for our properties.
- On-line interactive capabilities through our Website
- E-mail address for Rental Inquiries.

LEASE PREPERATION

- Under Florida law, because we are not attorneys, we cannot prepare leased documents. We have a local attorney on retainer who will prepare a very "landlord friendly" lease for you to sign. The Florida Bar Association fill in blanks lease, in our opinion is not acceptable and does not provide you with the protection you need in a legal document.
- The cost for preparation of this lease is \$50 and generally takes 48 hours to prepare.
- A copy is available for your review.
- If you prefer, we can use your attorneys lease or you may choose to use the Florida Bar Association lease. It is the owner's choice.