

# FICKLING & COMPANY

*Real Estate Services*

Property Management

## Summary of Services & Fees

### Services:

- Marketing and showing property:
  - Central and Middle Georgia Multiple Listing Services (MLS)
  - Listed on over 900 Websites
  - Realtor.com
  - Zillow
  - Trulia
  - MilitaryforSaleForRent.com
  - Automated Housing Referral Network - AHRN.com
  - REMilitary.com
  - [www.fickling.com](http://www.fickling.com)
  - Macon.com
  - Yard Sign
  - Work with, and compensate, other real estate firms and agents who show the property
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- Processing Rental Applications:
  - Credit Report
  - Criminal Background Check
  - Employment & income verification
  - Rental history verification
  - Prepare lease documents
  - Perform Move-In & Move-Out Inspections

### Management of Property:

- Collect security deposits and deposit same in a non-interest bearing trust account
- Conduct move in and move out inspections
- Collect monthly rent
- Establish owner's operating fund account for deposit of monthly rent collections
- Receive and process reports from tenants regarding maintenance needed at the property
- Prioritize and assign maintenance requests to appropriate insured repair personnel
- Monitor repair process and notify owner of unusual repairs and cost
- Pay typical expenses for the property, if any, from operating funds (i.e. maintenance or repairs)
- Direct deposit of funds to your bank account
- Prepare owner's statement and check monthly
- Prepare appropriate tax reporting forms for owner's filing purposes (1099)

### Fees:

- **Management Fee:** \$100 or Ten percent of gross monthly rent which ever is greater.
- **Procurement Fee if Fickling & Company Manages the Property:** One-half of the first full months rent. This fee is charged for placing a new tenant in the property and no management fee is charged for the month that the procurement fee is paid.
- **Procurement Fee if Fickling & Company Does Not Manage the Property:** One months rent. If we do not manage the property we do not preform the move-in and move-out inspections.