

BAY REALTY PROPERTY MANAGEMENT DUTIES AND FEES

Bay Realty, Inc. hereby discloses that we are a licensee of the Landlord and represent the Landlord only. See and acknowledge attached **Alaska Real Estate Consumer Pamphlet**.

Leasing Duties include:

- advertising)
- *Advertising your property for rent or lease (Landlord pays advertising)
 - *Talking to all prospective tenants
 - * Obtaining a complete rental application from any interested person and verifying past rental references and employment references
 - * Showing of your property
 - * Negotiating the lease with the new tenant
 - * Conducting an inspection on the condition of the property prior to move-in
 - * Collecting the rent and security deposit and verifying the transfer of utilities into the tenants name

\$200.00 per each new tenant PLUS TAX is to be paid for leasing duties, assuming we are managing your property.

Our monthly management responsibilities would include:

- *Arranging for quality repair work at a reasonable rate - anything over \$500 we would contact you first to obtain a go-ahead.
- *Bay Realty has an insured repairmen available at all times:
Long's Maintenance - JIM LONG - OWNER
They charge \$55.00 per man per hour for labor and have some of their own equipment which saves you money.
- *Collecting the rents and paying all bills.
- *Delivering eviction or any other necessary notices.
- *Providing you with an accurate itemized monthly statement of income and expenses with no miscellaneous column.
- *Provide you with a Year to date Income statement and 1099
- *Collecting and reporting quarterly sales taxes to the borough for you.
- *Landlord and Tenant needs addressed immediately
- * Bank set up fee of \$35.00 per year

The management fee we charge is 10% of the monthly rental income.