



**NEXT STEP**  
REALTY, INC.

*Higher expectations.*

3425 Edison St NW • Uniontown, OH 44685  
Office: 330.699.5731 Fax: 330.699.5732



## Property Management fee's and services we provide

### Property Management Fees:

- We currently serve Summit, Stark, and Portage Counties. (Limited Coverage in Cuyahoga and Medina)
- The Lease Commission Fee with management will be a minimum of \$400 or half of one month rent. Whichever is greater. (We will supply the lease.) The cost is for each time house/unit gets a new tenant.
- If Tenant breaks initial lease terms Manager shall re-rent the unit with no additional Lease Commission Fee charged to Owner
- For units that rent for less than \$400 per month the fee will equal one months rent with a minimum of \$200
- If Owner Elects to list property on MLS Owner will pay additional half of one month rent to buyer's / renter's agent if applicable.
- Monthly Management fee Option One - Fee will be \$65 (single family homes) \$55 per unit (multi family 2-4 units) \$45 per unit (5+units). \*Fee Collected only when unit is occupied and we receive Rent.
- Monthly Management fee Option Two - A minimum of \$35 per month per unit or 10% of rent which ever is greater. \*Fee Collected only when unit is occupied.
- Monthly Management fee Option Three - A minimum of \$25 per month per unit or 10% of rent which ever is greater. \*Fee is collected monthly regardless of unit status.
- Owner must choose one of the three options and all homes/units will follow that fee structure.
- After 10+ single family homes or 25+ multi family units we offer \$5.00 off monthly fees.
- You pay your advertising costs. (Beacon Journal, Canton Repository, Mr. Thrifty, South Side Leader, Etc.)

### Rental without management

- A Lease Commission fee without management will be a Minimum of \$600.00 or equal to one Month's rent which ever is greater. (that is using your own lease)
- We will place a sign near the street or in the window of the unit. Some locations would not have a sign due to neighborhood restrictions or association rules.
- You would be listed on the Internet. (via our web site and other applicable sites SEC 8 List, Craigslist)
- We would advertise in any area that would best suite the product available. Ex. (Beacon Journal, Plain Dealer, Mr. thrifty, other local papers) (all costs paid by owner)
- We also use Craigslist.com, our website, and other online sources. (no cost to owner)
- We supply lockbox or hold onto keys.
- We run credit checks, employment verifications, etc. (must have total income at least 2x rental amount. We prefer 3x rental amount, (we can make exceptions for additional sec deposit or at owners request) (owners may setup there own restrictions as well)
- We arrange the move in date and setup a meeting with owner to acquire lease and get documents signed.
- Owner does not need to be present at signing. (We collect first months rent and sec deposit and deduct fees and return any additional money to owner within 30 days.
- We allow move in only if first month rent plus sec deposit has been paid in full along with verification that utilities have been transferred. (We can accept payment plans for Security Deposits)
- All tenants are at owner's approval.

### Full Property management (includes above)

- Repairs not to exceed one month rent. (We cannot offer credit.)
- We Collect Rent on or near the first of the month. (Between 1<sup>st</sup> and 5<sup>th</sup>) The following Week we post eviction notices for all non-paid units. (After the 5<sup>th</sup>)

- We send out payments to owners by the end of the month. (most checks are mailed between the 21<sup>st</sup> & 25<sup>th</sup> of the month)
- You will receive a statement once a month or every quarter with your breakdown of management fees and any repair work that has been or is scheduled to be completed. (We use the monthly rent as a slush fund so you receive all rents at the end of the month. You also hold the security deposit.)
- All calls will be directed to us. (you should not receive any calls)
- We have a maintenance person on call 24 hours.
- Inspection's about every 12 months to inspect home and change furnace filters, check for leaks, general inspection. (No charge for inspection. any items requiring attention or repair are at owner's expense. Owners will be notified of situation before any action is performed unless items are emergency, we will try to contact you as soon as possible however due to the urgency we must correct the problem ASAP (ex gas leak, major-electrical problem, major-plumbing leak, cracked heat exchanger in furnace, carbon monoxide, or any health or safety issue.)
- We will use anyone that you request to do the repairs however if they do not perform to our standards or are not available in a timely manor we reserve the right to send in contractors we use. If they are minor repairs we usually just send out our people to get the item fixed unless you have someone you prefer. Any repair under \$100 is usually performed without notifying owner. (we will discuss how and when you want to be contacted) Anything over \$100 you will be notified and if it exceeds the current months rent that we collect you must pay us prior to work being completed as we cannot offer credit. (If you have more than one unit we can pool all the rent money together to complete the repairs.)
- We are able to deposit your rent in a local bank as long as you provide us with your deposit slips. (First Merit, Chase, National City (PNC), US Band, Charter One.)
- We can email your monthly statements. (all statements are in MS Excel)
- You sign a one year contract with us. After the contract expires you can renew at a \$5.00 discount per monthly fee. (You can continue on a month to month basis for no discount.)
- We reserve the right to increase/decrease prices on Jan 1st and on July 1st. your price won't be affected until your renewal. We will only adjust pricing twice a year at +/- \$5.00 for monthly fees and +/- \$50.00 for rental fees. (we do not intend to increase our prices however if our costs increase/decrease (wages, sign costs, market adjustments) we will modify our rates to stay competitive. we plan on staying competitive on pricing with competing companies, however we plan on exceeding them with our knowledge and service.
- If tenant fails to pay by the 5<sup>th</sup> of the month we will serve a 3 day notice on the next Monday and file the eviction that Friday if no money is received. Current filing fee for Akron Courts as of December 2007. (\$111.00) plus Lawyer costs estimated \$250. Eviction in the city of Akron (\$381 as of December 2007 which includes Lawyer fees. Court costs and writ)
- Evictions on average take anywhere from 30-45 days to complete.
- We offer Lawn care services and snow plow removal for additional fee's (Snow plowing is included on Apartment buildings and commercial buildings of 5+ units for snow above 4 inches)
- We can custom tailor any service to fit your needs. (We are here for you so tell us what you want)
- We are a full service company that can assist you with the sale of your property, full rehab and renovation for your properties and future purchases, maintenance for both your personal property and rentals. We are here to assist you with all your real estate needs. We work with a variety of contractors from basic rental work to new construction.

Thank you

*Joseph Pekar – president*

Cell 330-990-3295



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