



Bridgeman Property Management, LLC Information Sheet

General expectations and Fees

This document is not intended to be a legally binding document. This is simply a recap or summarization of the Property Management Agreement that mention the expenses and money. This recap answers the questions many owners sometimes have when hiring a property management company.

Setup Fee: \$75.00- Covers our original consultation(s) including market analysis of rent-ability, property inspection (including photography), and documentation preparation, office file set up, Paylease website integration & coordination of the initial work to be completed.

Leasing Fee: ½ of the first months rent to market the property, find a tenant, do all background, credit checks and complete the signing of the lease. The leasing fee is taken out of the first months rent. We pay a finders fee to agents who bring us a qualified tenant.

Monthly Management Fee: We charge 10% of the monthly rent as our management fee during which time the home is occupied. No tenant, No management fee. This fee is negotiable based on the number of homes managed for a perspective client and the monthly rental value of the home.

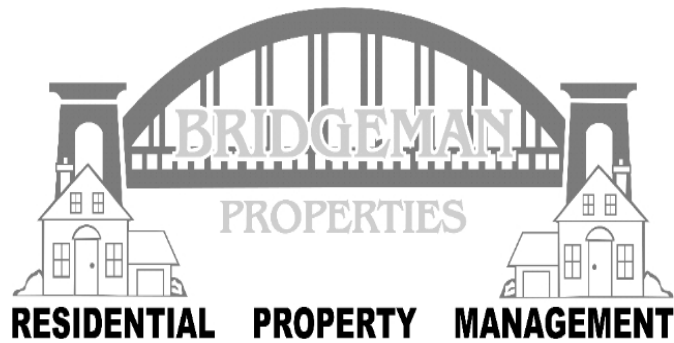
Reserves: We will maintain a \$250 maintenance account on your behalf. This money will be maintained in a reserve account for expenses that can occur during the lease. Expenses may include but are not limited to: Lock changes, lawn service, house cleaning, carpet cleaning and general repair. We will not spend more than \$200 per our agreement without first contacting the property owner first.

Statements: After collecting the rent from the 1st to the 3rd, funds must clear our bank (48 hours), we then prepare our monthly owners statements. Owners Statements and Owner payments are sent out on the 8th of each month. **Your funds should be deposited to your account by the 10th-12th of each month.** This cannot be controlled if the 8th of the month falls on a weekend or holiday.

Misc. Expenses: Per Texas Property Code we must re-key the homes locks and an additional keyless deadbolt on all doors and peep holes on all exterior doors to include garage to home door. Pins must be installed on all sliding glass doors. Re-keying the home will be completed for each new tenant. Carpet Cleaning and home cleaning may also apply.

We would like to thank you in advance for considering Bridgeman Property Management, LLC to manage your home.

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PROPERTY EXPOSURE/ADVERTISING

REALTOR.COM

BRIDGEMANPROPERTIES.COM

RENTALS.com #1 Web Site for online Rentals

AHRN.com - Automated Housing Referral Network

Additional Web Sites:

Trulia.com, Hotpads.com, Postlets.com, Homes.com, Movoto.com,
Craigslist.com, Zillow.com & KW.com

Information about your property will be available worldwide.

-For Lease sign placed on property in accordance with Listing Agreement

ACCOUNTING

- Collection of All Rents
- Electronic tenant payment and owner disbursement
 - Monthly owners statement sent via email
 - Home Owner Association payments
 - Yearly Statements
- 1099 IRS Form for taxes

MAINTENANCE

- Interior & Exterior property reviews
- Maintenance issue reports & Property condition updates
- Coordinate all property repairs and tenant repair requests
- Final Walk-Through with all tenants upon lease termination.

APPLICANT PROCESSING

- Each occupant and co-applicant 18 years of age or older must complete a TAR-2003/Residential Lease Application form. Once our office has received the appropriate documentation we will complete the following:

- Credit Report and History
- Tenant Performance Reports
- Public Records/Judgments
 - Rental history check
 - Employment verification

LEASE AGREEMENT

- After application approval the Texas Association of REALTORS Residential Lease Agreement will be completed: This 14 page document has been approved for use by licensed REALTORS only. The document ensures all parties understand the following:

- Term(s) of the Lease & Tenant's Responsibilities
- Additional Addendums will include: Inventory and Condition Form, Pet Agreement, Monthly rent, Security deposit and Landlord Rules and Regulations.