Commander Realty, Inc.

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Dear Prospective Client,

Thank you for your interest in our Property Management services. Enclosed you will find a copy of our management package which will provide you with information about our company and the services we offer.

CENTURY 21 Commander Realty Property Management has been the leader in managing residential real estate for 40+ years. We currently manage a portfolio of **100 million**, with over 750 properties located throughout Bay County. Our complete scope of management services is provided to you for a **10% monthly management fee**, with no hidden costs.

Our licensed Property Managers are experienced real estate professionals who realize your property is a valuable investment. We strive to help you maximize your cash flow, while minimizing your vacancy period. To help you succeed we are committed to these goals:

- **Maximize Your Cash Flow:** We are committed to maximizing your income by obtaining the maximum amount of rent for your home that market conditions will bear.
- **Minimize the Vacancy Period:** We are committed to minimizing the time your rental is not generating income by designing and executing a targeted marketing plan to rent your property as quickly as possible.
- **Protect Your Investment:** We conduct property inspections to ensure your property is being maintained and thoroughly screen all prospective tenants.
- **Receive your Payments by ACH:** We provide monthly and end of year CPA ready reports for your property(s). ACH banking is available so you can get your rent proceeds faster.
- **Do the Work for You:** We stay committed to handling everything for you so you can spend your time doing more important things!

Please review our management package and call us if you have any questions or concerns. We look forward to working with you in the near future.

Sincerely,

CENTURY 21 Commander Realty Property Management

PROPERTY MANAGEMENT SERVICES

Each one of our licensed Property Managers is committed to fulfilling all your property management needs. If there is a service you are particularly interested in, but do not see it below please call us and we would be happy to worth with you.

Prepare Your Property to be Rented

- Your Property Manager will meet with you to evaluate your property and make recommendations on how to obtain the optimal monthly rental amount.
- Your Property Manager will help coordinate the completion of any maintenance or repairs with our licensed vendors to ensure all prep work is completed.

Targeted Marketing Program

- Your property will be listed on www.c21commander.com, , www.panamacitymls.com, www.apartments.com www.zillow.com and all its partner sites. In addition to the web site listings, your property will be advertised by listing sign placed in your yard.

Thorough Screening of Applicants

- Your Property Manager will thoroughly review each prospective tenant's rental history, credit history, and criminal background.
- Your Property Manager will verify your new tenant's current employment and stated income.
- Your Property Manager will discuss the results of the screening with you to help you decide if this tenant meets your expectations.

Coordinate Move-In of New Tenant

- Your Property Manager will collect the security deposit and first month's rent in the form of a personal check, cashier's check, money order, or online through Appfolio.
- Your Property Manager will prepare the lease agreement specific to your property, in accordance with Florida Real Estate Law.
- Your Property Manager will conduct a Move-In inspection with the new tenant 10-days after the initial inspection.
- Your Property Manager will instruct the new tenant of all terms of the lease, including timely rental payments and required property maintenance.

Prompt Rental Collections and Disbursements

- We will collect your rental income from the tenant at the beginning of each month.
- If rent has not been paid by the fifth day of each month, we will serve a three notice to "Pay or Vacate to the tenant.
- If you choose, we will coordinate the start of unlawful detainer action to evict the tenant in the event the rent is not paid.
- We will direct deposit or mail a check of your monthly income. You will have access to your monthly statements through your online portal which is in Appfolio. Disbursements are due to you on the 10th of each month. We will begin the disbursement process on the 8th of the month.

Payment of Your Monthly Expenses

- We will pay and then bill you for the reoccurring monthly expenses on your behalf such as:
    - Mortgage
    - Pool Services
    - Required Repairs
    - Lawn Care
    - Utilities
- In the event any maintenance is required on your property, we will make sure all vendors receive their payment before your check is disbursed.

Detailed Monthly Accounting Reports

- You will be provided with CPA-ready monthly itemized statements showing income and expenses related to your property.
- You will be provided with a CPA-ready year end accounting summary of your account and 1099s.

Complete Property Maintenance Services

- We will provide the tenant with 24-hour emergency repair services.
- We minimize the cost of repairs and maintenance using our extensive network of contractors, vendors, and handymen.