



MANAGEMENT Services

Thank you for your inquiry regarding our Property Management Services.

Arch Realty Property Management is able to provide comprehensive property management services for our Real Estate Investors/Owners. Our reputation is built on profitable relationship between investors/owners and manager. We have a proven system and track record. Arch Realty Property Management has decades of experience and believe that our board range of talent and know-how can be assistance to you, both now and the years ahead as your real estate needs change.

We conduct acquisitions services, due diligent and evaluating current market conditions as well as rent comparable so that you can make sounds decisions for your investments.

Our monthly management fee for your property would be **10%** of the gross rent, payable as collected. Our lease fee is **100%** of the first full month's rent.

Your monthly management is inclusive of the following services:

- a. Rent Collection
- b. Preparation of Monthly Financial & Year End Statements
- c. Tax Services
- d. Coordination of Maintenance and/or Warranty Issues
- e. Credit and Criminal Tenant Screening
- f. Pre-Occupancy Photos
- g. Interior and Exterior Inspections
- h. All Inclusive Web-Site and Property Management Systems
- i. E-Mail/Telephone Communication
- j. Leasing Services
- k. Marketing Program
- l. Optional Direct Deposit

Our Tenant Only Agreement consists of us advertising for the finding you a qualified tenant. The cost for this is the equivalentents of the first month rent.

Our management portfolio consists of a variety of real estate such as: Single and Multi-Family Homes, along with Townhomes.

We appreciate the opportunity to provide you with a management package tailored to your specific real estate needs. We look forward to working with you and your property in the near future.