



Ann Robbins
REALTY, INC.

"Conveniently Located in the Palm Harbor Shopping Center"

386.447.2001 888.639.4545

Property Management

Our Property Management division is dedicated to providing the best management in the area by offering responsible and responsive service that does not stop after the tenant is placed in the unit. At Ann Robbins Realty, you will always find answers to your questions, and a quick response to problems and concerns. We offer two property management packages which are summarized below. Please check back from time to time to see if there are any changes or additions to our programs. Both, by the way, come with peace-of mind, standard!

Gold Package

Our Gold Package is a full service, worry-free program which includes all of the following:

- Advertising your rental
- Showing the unit to prospective tenants
- Full tenant screening, including credit reports and background check
- Aggressive Collection of Rent
- Monthly Statement with Disbursement
- Weekly exterior inspection of property
- Immediate response to repair issues
- Engagement of Local, Reliable repair professionals, billed to Ann Robbins Realty, and deducted from Owner's proceeds (excluding capital expenses)
- Full inspection of unit upon termination of lease
- Proper turnover of unit, including repair assessment & hiring of cleaning/repair service providers (when necessary)

Commission: 10% of Gross Rent

Optional Services

(Available at additional cost)

For additional monthly fees, we will provide the following services:

- Lawn Care
- Exterior Pest Control
- Pool Service

Platinum Package

For property owners who require a more complete level of service, or for absentee owners, our Platinum Package provides all of the services offered in our Gold Package with the addition of the following:

- ◆ Direct payment from Rents Collected or deposited owner reserves (or a combination of the two) of any or all of the following:
 - Mortgage Payment
 - Insurance
 - Property Taxes
 - Landlord paid utilities
 - Telephone
 - Garbage pickup

Commission: 18% of Gross Rent

Repair/Capital Expense Option

We will handle everything from obtaining estimates, to overseeing the work, to final completion for Repairs and improvements (no job is too small) such as:

- Roof Replacement or repair
- New carpet, tile, or wood flooring
- Painting, A/C or appliance repair
- Vinyl siding, soffits, or fascia

Cost: 10% of Total Charge (min \$25.00)