

		DOCUMENT PREPARATION	LEASING	SHORT-TERM/ AIRBNB MANAGEMENT	PROPERTY MANAGEMENT AND LEASING
	FEES → <hr/> SERVICES ↓	\$500 FLAT FEE	4% OF ANNUAL LEASE INCOME	20% OF MONTHLY FEE	4% OF ANNUAL LEASE INCOME+ 6% OF MONTHLY FEE
1	RENTAL ANALYSIS	✓	✓	✓	✓
2	MARKETING /MLS LISTING	✗	✓	✓	✓
3	VIDEO/360 VIRTUAL TOUR/DRONE SHOTS/PROFESSIONAL PICTURES	✗	✓	✓	✓
4	SCHEDULING SHOWING AND SHOWING THE PROPERTY	✗	✓	✓	✓
5	TENANT SCREENING	✓	✓	✓	✓
6	PET SCREENING	✓	✓	✓	✓
7	FULL LEGAL COMPLIANCE	✓	✓	✓	✓
8	LEASE AGREEMENT	✓	✓	✓	✓
9	MOVE-IN INSPECTION	✓	✓	✓	✓
10	DIRECT DEPOSIT OF RENT			✓	✓
11	MOVE-IN INSPECTION MOVE-OUT INSPECTION ANNUAL INSPECTION	✗	✗	✓	✓
12	24/7 EMERGENCY MAINTENANCE APP	✗	✗	✓	✓
13	PROPERTY ACCOUNTING AND REPORTING	✗	✗	✗	✓
14	OWNER AND TENANT PORTALS	✗	✗	✗	✓
15	60 DAY NOTICE	✗	✗	✗	✓
16	TENANT RELATIONS	✗	✗	✓	✓
17	DISCOUNT UTILITY PACKAGE FOR THE TENANTS	✗	✗	✗	✓
18	CAPITAL IMPROVEMENT PROJECTS	✗	✗	✗	✓

OTHER SERVICE	WHO NEEDS OUR SERVICE	FEE
RELOCATION	Clients who are out of state or out of country and want to rent in San Francisco, Bay Area. We have access to FRBO (For-Rent by Owner/Off Market) properties have great services for groups.	1/2 of one month's rent
CARE-TAKING	For owners who are away and want someone to take care of their property just like they do.	\$90 per visit- Minimum one visit/week

- 1- **Rental Analysis:** We simply provide our clients with more. Our analysis shows the median, means, 25, 50 and 75th percentiles (Highs and low rents); we do a lot of research and work to find at least three good comps.
Note: Rental analysis is not the only document we give to our potential tenants. Owners/investors need to make decisions and they need good, valuable information by an expert to be able to make good, calculated decisions. We also provide our Owner/investors with Comparative Market Analysis (CMA), Neighborhood Report, Market Activity Report, School Report and Free Estimate for Capital Improvements.
- 2- **Marketing/MLS Listing:** We list your property on more than one Multiple Listing Service (MLS) to make sure your property is out there. We also use traditional/old fashioned marketing such as creating posters and putting them on major locations such as shopping malls, hospitals, etc. to make sure we can find you a qualified tenant fast. We also give you a weekly report from popular sites such as Zillow and Realtor.com with numbers so you are well informed and know how everything is going.
- 3- **Video/360 Virtual Tour/Drone Shots/Professional Pictures:** We provide our clients with services that is usually offered when they want to sell their luxury property. This quality of service is unheard of in property management business. We are seriously here to raise the bar.
- 4- **Scheduling showing and showing the property:** We call leads minutes after we get them. We email, call and text to make sure we get in touch with them. We schedule the showings and answer any question potential tenants might have. We follow up to see if they want to start the application process after the showing.
- 5- **Tenant Screening:** We do our best to make sure owners/investors get the best tenants. Our screening service is thorough and includes credit check, criminal background check, tenant eviction, financial records and paystubs.
- 6- **Pet Screening:** We ask about the pet, request pictures of the pet and inform the owner of every detail.
- 7- **Full Legal Compliance:** The owner/Founder holds an LL.M with tax concentration from University of California, Hastings College of the Law. His legal education, sets him apart from the competition. We make it our business to be up to date with all laws and regulations.
- 8- **Lease Agreement:** We use standard California Association of Realtors (CAR) lease forms. We are trained to draft the lease with detail. We believe in putting everything on the lease.
- 9- **Move-in Inspection:** We provide the owner/investors with a move-in inspection and we do not charge for it. If there are any small issues, we can help using our maintenance team and if the owner needs a big change, we use our project management team. We have partnered with a licensed general contractor with more than 25 years of experience in Mill Valley and throughout San Francisco Bay Area. We count on your long-term relationship and you get the most reasonable estimates for your projects free of charge.
- 10- **Direct Deposit of Rent:** The tenant has access to the portal and gets an app. We are high-tech and the tenant can easily pay online using the app or the portal. The rent is automatically deposited into the owner's account five business days after the tenant pays.
- 11- **Move-in Inspection, Move-out Inspection and Annual Inspection:** We provide our tenant with three free estimates. We can do more inspections and include that in the lease but we charge for this service.
- 12- **Emergency Maintenance App:** The tenant has access to a 24/7 emergency maintenance service. We provide very affordable and reasonable handyman service to take care of all small issues. Our handyman works with care and works fast. For bigger issues (permits, mold, renovation, flooring, paint, etc.) and changes we have partnered with a seasoned general contractor and can give you great estimates with the quality that you deserve. You are our client and we must see to it that you are happy. We are after the long-term relationship and this is what makes us different from other contractors.

- 13- **Property Accounting and Reporting:** owners have access to their financial statements online 24/7
- 14- **Owner-Tenant Portals:** Owners and tenants can access the portal through the website and can download the app. they also have access to an exceptional customer service for the app and portal to help them with any problem that might arise.
- 15- **60 Day Notice:** The norm is that property management companies do not communicate with the owners and tenants when the lease is coming to an end and it is not surprising for the tenant to inform the property management company in the last minute that s/he intends to move. This translates to loss of income for the owner. There is a solution. We inquire from both tenant and the owner if they want to continue with the lease. We also provide the owner with a new rental analysis to inform him/her of the market rent. This way we have ample time to find a qualified tenant and we save our owners money.
- 16- **Tenant Relations:** Big problems are usually never created over-night. They usually act like an avalanche. Small issues that have not been tackled correctly and lack of communication leads to litigation and big problems. Owner/Founder of the company has extensive experience in dispute resolution and negotiation and understands that resolving small issues before they turn into problems is the golden key to success. We do just that. We communicate with the tenants and owners and all our tenants and owners can contact us easily and know that we are here to help. Our background, education and dedication to excellence is what sets us apart.
- 17- **Discount Utility Package for the Tenants:** Regardless if we are going to manage the property or not we provide our tenants with more. We have access to utility, phone, internet, WIFI and... packages that can save our tenants a great deal of money. These are services that all tenants need anyways. We have a live person contacting our tenants to compare different packages. It is our business to make sure you save money.
- 18- **Capital Improvement Projects:** We have partnered with a general contractor with more than 27 years of experience based in Mill Valley and with experience throughout San Francisco Bay Area. We can help you with do everything from getting permits to building a house, Building an ADU (Accessory Dwelling Unit), remodeling kitchens, landscaping, dumping trash, deep cleaning, installing windows, installing doors, interior paint, exterior paint and so much more.