



GRAF PROPERTY MANAGEMENT, INC.

A DIVISION OF THE GRAF GROUP

3355 Mission Avenue, Suite 221
Oceanside, CA 92058

760.721.4442 Office
760.721.4443 Fax
Info@RentGPM.com

CA Department Of Real Estate License #00887673

SCOPE OF SERVICES

Prepare Property For Lease:

Once vacated, the property will be inspected, necessary repairs completed and finally, professionally cleaned. All work performed by our vendors will be supervised and/or inspected prior to payment for work completed.

Secure A Qualified Tenant:

A full color, html ad will be placed on numerous websites, such as Craigslist. A full color, html ad will be emailed to all local Realtors notifying them of the vacancy. All perspective tenants will be shown the property personally. A thorough credit check, rental history and employment verification will be performed on any and all perspective tenants. Past rental history verification will include the following: behavior of tenants and/or their guests during their tenancy, physical condition of property before, during and after tenancy, payment history (including late payments and NSF charges) and any possible court proceedings related or unrelated to their tenancy. If possible, a drive by of their current residence will be performed.

A one year lease signed by a well qualified tenant at the maximum rent feasible will be secured. A thorough "Move In" form will be completed during the initial "walk through" with photos used to verify the condition of the property. These photos will be forwarded to the owner with a copy of the fully executed lease. The standard lease form from the California Association of Realtors along with customized Graf Property Management addendums are utilized to maximize and protect the owner's rights.

Upon a fully executed lease, all utilities will be verified to have been placed in the new tenant's name, effective on the date of move-in.

Property Inspections:

An exterior physical inspection of the property will be performed quarterly, with photos sent to the owner. If applicable, the tenant will be notified via mail (copy to owner) of any unsatisfactory item(s), such as objects stored outside the home, stained driveway, garage door left open, etc. Tenant will have 30 days to cure any and all items. A re-inspection of the property will be performed with photos sent to the owner verifying correction of the item(s). An interior inspection of the home will be performed annually, with photos sent to the owner. Same procedures will be followed regarding notification and curing of item(s) as with exterior inspection.

Financial Record Keeping:

A complete and accurate financial record will be emailed and/or mailed monthly. All bills, including, but not limited to, mortgage payments, utilities, pest control or HOA dues shall be paid directly by Graf Property Management with copies of all receipts and check stubs included in the monthly financial statement. Monthly owner proceeds shall be mailed or deposited directly into owner's account by the 15th of each month. Owner shall notify Graf Property Management in writing of all bills to be paid on their behalf. Owner shall also provide to Graf Property Management, account information/statements on all such bills to insure accuracy and timely payment.

Beautiful Houses

GRAF PROPERTY MANAGEMENT
A DIVISION OF THE GRAF GROUP

FOR RENT
760.721.4442
www.RentGPM.com



GRAF PROPERTY MANAGEMENT, INC.

A DIVISION OF THE GRAF GROUP

3355 Mission Avenue, Suite 221
Oceanside, CA 92058

760.721.4442 Office
760.721.4443 Fax
Info@RentGPM.com

CA Department Of Real Estate License #00887673

SCOPE OF SERVICES (Cont.)

Repairs:

Graf Property Management shall secure, when possible, repairs within 24 hours. All vendors shall be licensed and insured in their scope of work. Graf Property Management shall verify with the State Contractor's Board the status of all vendors' licenses yearly. When necessary, two bids shall be obtained on repairs exceeding \$1,000.00 to insure best possible pricing. As with the initial preparation of a property for lease, all work performed by our vendors shall be supervised and/or inspected prior to payment for work completed. **If an owner chooses to use their own contractors, then the owner shall oversee and approve all work personally. Graf Property Management will NOT advertise the property until all work has been completed and inspected.** Graf Property Management makes every effort to insure that the quality of work performed by their vendors is of top quality. Furthermore every attempt is made to secure these repairs at a competitive price. Delays and serious damage (monetary and property) can be caused by using unlicensed contractors, individuals whom you have not previously worked with. We have chosen our contractors based upon their ability to complete repairs quickly, accurately and within budget. There is no additional surcharge or fee paid to Graf Property Management for repairs to the property.

Tenant Vacancy:

A thorough pre-inspection move-out will be performed with the tenant at least two weeks prior to vacancy (per California law). All items requiring repair shall be duly noted and tenant shall have the opportunity to repair/replace such items prior to vacating the property. Tenant's original move-in checklist shall be used to verify the condition of the property at move-in. Upon vacating the property, Graf Property Management will oversee/inspect any necessary remaining repairs. The tenant shall receive a full accounting of these items with copies of all receipts and any remaining securing deposit funds within 21 days of vacating the premises (per California law). The property will be properly prepared for a new tenant within the shortest time frame possible.

Fee Schedule:

The monthly property management fee shall be 10% of the monthly rental fee paid by tenant. There is a one-time fee of 1/2 of the anticipated first month's rent to secure a tenant, prepare the property for lease (as outlined above), transfer all utilities to Graf Property Management and the file set-up. This fee is due upon execution of the Property Management Agreement. If Graf Property Management is hired to locate a tenant and/or prepare the property for lease only, then the fee (commission) shall be 50% of the month's anticipated rent. After securing a tenant, owner shall thereafter be responsible for all tenant related issues, including but not limited to, collection of rent, coordination with contractors for repairs, tenant disputes/requests, move-in and move-out, etc. The fee shall be due upon execution of the Property Management Agreement. If a tenant is not secured or the contract is terminated for any reason, then Graf Property Management shall be entitled to a \$50 trip charge for each visit made to the property. This amount shall be subtracted from the prepaid fee and all remaining monies shall be immediately refunded to owner. All tenant prospects shall be registered with Graf Property Management with a list of such prospects delivered to owner. If any prospect(s) leases the property from owner within six months from the date of terminating the Property Management Agreement, then Graf Property Management shall be entitled to the full commission as stated in the Property Management Agreement.

Our goal is assist our owners in the financial success of their property(ies), while removing them from the daily property management duties. We are consistently updating our services to meet the ever changing demands of the marketplace. With Graf Property Management, you can enjoy the financial benefits of being a property owner without the hassles that accompany the management of your investment(s). Our full service management is a comprehensive service, starting from the leasing and screening of tenants to financial record keeping and bill paying. We make owning your property simple and only require you to read your monthly statement and receive your monthly proceeds check.

Beautiful Houses

GRAF PROPERTY MANAGEMENT
A DIVISION OF THE GRAF GROUP

FOR RENT
760.721.4442
www.RentGPM.com



GRAF PROPERTY MANAGEMENT, INC.

A DIVISION OF THE GRAF GROUP

3355 Mission Avenue, Suite 221
Oceanside, CA 92058

760.721.4442 Office
760.721.4443 Fax
Info@RentGPM.com

CA Department Of Real Estate License #00887673

OWNER SERVICES CHECKLIST

Please provide the following information that allows us to better meet your management needs. This checklist instructs Graf Property Management on the payments that will be made on your behalf. It will also help us to determine a correct reserve amount to be kept in the trust account.

Mortgage:

Pay Monthly Mortgage Payment Yes No

If yes, please provide the following information (along with a copy of your most recent statement)

Mortgage Company					Account No.	
Address					Phone	
City		State		Zip		Fax
Monthly Payment	\$			Includes Property Tax?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Mortgage Is Paid On-Line		Login:		Password:		

Property Taxes:

Pay Twice Annual Property Taxes Yes No

If yes, please provide a copy of your most recent tax bill. Your monthly reserve amount will be increased to allow for these payments. (i.e., if property tax bill is \$2,400 per year, than an additional \$200 per month will be held in reserve by Graf Property Management.)

Homeowner Association Fees (if applicable):

Pay Monthly HOA Fees Yes No Is There More Than One HOA? Yes No

If yes, please provide the following information (along with a copy of your most recent statement).

HOA Name					Account No.	
Address					Phone	
City		State		Zip		Fax
Monthly Payment	\$			Do you have a copy of the rules/regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
What Amenities Are Included:		<input type="checkbox"/> Pool/Spa <input type="checkbox"/> Clubhouse <input type="checkbox"/> BBQ Facilities <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Basketball Courts				

Pest Control:

Are You Currently Utilizing A Pest Control Company? Yes No

If yes, please provide the following information

Company Name					Account No.	
Address					Phone	
City		State		Zip		Fax
Payment	\$			Is It	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other	
What Day Of The Week Is Service Performed:		<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday				



GRAF PROPERTY MANAGEMENT, INC.

A DIVISION OF THE GRAF GROUP

3355 Mission Avenue, Suite 221
Oceanside, CA 92058

760.721.4442 Office
760.721.4443 Fax
Info@RentGPM.com

CA Department Of Real Estate License #00887673

OWNER SERVICES CHECKLIST (cont.)

Gardener:

Is landscaping included in the HOA fee? Yes No
Do you currently employ the services of a gardener? Yes No
If a gardener works on the property, please provide the following information.

Company Name						Account No.	
Address						Phone	
City		State		Zip		Fax	
Payment	\$	Is It <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other					
What Day Of The Week Is Service Performed:		<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday					

Water:

Included In HOA Fees Yes No
Pay Monthly Water Bill Yes No
If No, Is Tenant Responsible For Payment Yes No,
Please provide the following information.

Water District:						Account No.	
Address						Phone	
City		State		Zip		Fax	
Average Bill	\$	Billing Cycle: <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Or _____					

Trash:

Included In HOA Fees Yes No
Pay Monthly Trash Bill Yes No
If No, Is Tenant Responsible For Payment Yes No,
Please provide the following information.

Company Name						Account No.	
Address						Phone	
City		State		Zip		Fax	
Average Bill	\$	Billing Cycle: <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Or _____					
What Day Of The Week Is Trash Pick-Up		<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday					

Miscellaneous:

Is mailbox located on the property Yes No
If no, where is mailbox located: _____ Is A Key Required? Yes No



GRAF PROPERTY MANAGEMENT, INC.

A DIVISION OF THE GRAF GROUP

3355 Mission Avenue, Suite 221
Oceanside, CA 92058

760.721.4442 Office
760.721.4443 Fax
Info@RentGPM.com

CA Department Of Real Estate License #00887673

Property / Owner Information:

Please provide the following information that allows us to better meet your management needs. Please notify us immediately of any changes so that we may reach you promptly in the event of an emergency.

Contact Information:

Property					
City		State		Zip	
Graf Property Management To: <input type="checkbox"/> Retain Tenant's Security Deposit In Trust Account <input type="checkbox"/> Distribute To Owner Upon Receipt					
1st Owner Name			2nd Owner Name		
Address			Address		
City			City		
State / Zip			State / Zip		
Phone (home)			Phone (home)		
Phone (cell)			Phone (cell)		
Phone (work)			Phone (work)		
Fax			Fax		
Email (1)			Email (1)		
Email (2)			Email (2)		
Other			Other		
Email Monthly Statement <input type="checkbox"/> Yes <input type="checkbox"/> No			Email Monthly Statement <input type="checkbox"/> Yes <input type="checkbox"/> No		
Mail Owner Proceeds Check <input type="checkbox"/> Yes <input type="checkbox"/> No			Mail Owner Proceeds Check <input type="checkbox"/> Yes <input type="checkbox"/> No		
Deposit Owner Proceeds On Owner's Behalf <input type="checkbox"/> Yes <input type="checkbox"/> No			Deposit Owner Proceeds On Owner's Behalf <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, Provide The Following Or <u>Attach A Blank Deposit Slip</u> :			If Yes, Provide The Following Or <u>Attach A Blank Deposit Slip</u> .		
Bank Name			Bank Name		
Address			Address		
City			City		
State / Zip			State / Zip		
Account No.			Account No.		
Name On Account			Name On Account		