



Property Management Services

- Rental Market Analysis (market pricing)
- Marketing and Advertising
 - On-line sites:
 - Carolina Realtor Multiple Listing Service (realtor access plus feeds Home.com)
 - Zillow.com (feeds Trulia.com, Zillow.com, Hotpads.com, etc.)
 - Craigslist.com
 - Sign in front yard (if desired and HOA allows)
- Showing to prospects and application processing
 - Meet potential tenants at property
 - Provide and process applications
- Prepare home for showing, coordinating minor repairs and light housekeeping (should be in great condition: very clean with fresh paint is best)
- Screening: verify employment, credit, criminal, and rental history
- Leasing documents and security deposits
 - Standard lease and addendums to conform to NC law
 - Trust account to hold security deposits
- Rent collection, deposits and accounting
 - Handle all aspects of revenue receipts and expense disbursements (except mortgage, insurance, tax payments by owner/landlord)
- Maintenance and Repairs
 - Respond to all tenant requests, arrange for subcontractor repairs (all expenses for repairs passed through to owner at cost without mark-up)
 - Personal inspection of each property every 6 months
 - Periodic (every 6 months) professional HVAC inspection, if owner desires
- Monthly account statements to owner
 - Net rent sent via check or bank transfer, as requested

EMMA Property Management, LLC Qualifications

- Over fifteen years of experience managing residential investment property, including single family and multi-family residences
- Member of National Association of Realtors, Charlotte Regional Realtors Association
- Licensed NC and SC Broker/Realtor

Pricing for Management Services

- Monthly Management fee: 8% of rent revenue
- Fee for new tenant marketing and leasing: one half of monthly rent
- Landlord/Owner pays cost of repairs and any other direct expenses
- EMMA Property Management, LLC pays advertising and marketing expenses