

Wakulla Property Management's Procedures for Property Management

1. Inspect potential rental property and give recommendations to owner.
2. Execution of agreements between Wakulla Realty and Owner. The terms set forth in these agreements will determine how the property will be marketed (i.e. the amount of rent, security deposit, pet fee if pets are allowed etc.) Also, this paperwork will address how repairs will be handled (normally any repairs less than \$200 we deduct from rent and anything over \$200 we call for approval on unless otherwise agreed to in the management paperwork).
3. We advertise your property via:
Our Website: www.wakullarealty.com
In our area newspaper, The Wakulla News
By placing your sign in the front yard
All advertising is done at the discretion of the Property Management Company. The Owner(s) may pay for additional advertising if they wish.
4. We show the property to prospective tenants and consult with them on the lease and the property details.
5. We have a rental application process that screens tenants based on:
 - Criminal Background
 - Past/Present Rental References
 - Past/Present Employment/Income
6. Once Tenant is approved the security deposit will hold property for a period of up to 2 weeks or a specific time agreed upon by Manager/Owner and potential Tenant.
7. We execute the Lease, collect rent and any non-refundable pet fees. Also we verify that the utilities are turned on in tenants name.
8. Rent is due on the 1st of the month and is late after the 5th of the month. A \$50 late maybe assessed at the Agents digression.
9. We disburse rent to you on the 10th of the month so long as tenant has paid and the 10th is not a weekend or holiday. We offer two options for disbursement of rent: we can directly deposit your rent into your bank account and email your reports or we can mail your rent and report to you.
10. We drive by the property frequently to assess the exterior. Also, ½ way thru the lease period and at renewal of the lease we perform an interior inspection of the property.

For all of the above services we charge 10% a month on any monies collected and a \$12 annual fee & a one-time setup fee of \$50. We understand that property management is a complex process and we strive to simplify this process for you. We have over 28 years of combined experience in the property management business and currently manage over 180 long term residential & commercial rentals in Wakulla and Leon County. We are members of the National Association of Residential Property Managers in order to stay abreast of the most current trends in the industry. If we can be of service to you please feel free to contact us for more information on our services.