



ADDITIONAL SERVICES

We have dedicated quite a bit of time creating management packages to meet the needs of most client. With that said, we want you to have the ability to add services. Below is a list of most common options that are available. If you have questions, please don't hesitate to ask. Not quite sure what some of these options are?

Click Here: <https://www.utahpropertysolutions.com/vlog>

Leasing/Placement Fee

Video Link: <https://youtu.be/kWKJWEhAsNU>

\$395 Lock Box Self Showing Service

\$595 Leasing Agent Assisted Showing w/ After Hours Lock Box Service

Professional Photos

Video Link: - Marketing Strategy: <https://www.utahpropertysolutions.com/video-blog/property-marketing>

Video Link: - Sample Photos: <https://www.utahpropertysolutions.com/video-blog/why-professional-photos>

I would like professional photos of the property. \$150

I am not interested in professional photos.

It is included in the plan that I selected (9%)

Inspections

Sample Report: <https://www.utahpropertysolutions.com/pdf/OnSight%20Thrid%20Party%20Inspection.pdf>

I would like a third party, detailed documented inspection in addition to the interior review. \$120

I only want the annual interior review that is included.

Heating & Cooling

I would like the annual heating and cooling tune-up service. \$160

I am not interested in the heating and cooling tune-up service.

Eviction & Legal Protection Plan

I would like the Eviction & Legal Protection Plan. \$15.00

I am not interested in the Eviction & Legal Protection Plan.

Real Estate Services

Video Link: <https://youtu.be/wauRRcOkNFc>

I would like to register for the Real Estate Services.

I am not interested in the Real Estate Services



Miscellaneous

Video Link: <https://youtu.be/P5QLWxLek4s>

Home Warranty Oversight: \$50 per claim

Eviction Administration: \$250 (included in the 9% plan)

Lease Drafting (if we have to draft a lease for an existing tenant that does not have an executable lease):
\$200 (included in the 9% plan)

Service Fee (this is an hourly charge for non-management related tasks): \$85 per hour

Off Cycle Owner Payments (as requested): \$25 per payment

Insurance Claim Oversight: 10%

Sales Oversight (tenant occupied, and we are not the listing agent): \$450

UNDERSTANDING MAINTENANCE & YOUR RENTAL PROPERTY

We take the management of your property very serious and want to make sure there is a clear expectation of what it takes to properly maintain it. This is merely a summary of guidelines and suggestions.

Every mechanical system, from roofs to ranges, walls to waste lines, siding to shower walls, and landscaping to louvered doors will need maintenance, repairs, and replacement over time. This will continue whether you live there or not.

There are three categories that will cost you money at one time or another.

Repairs – Items that break down that can be fixed.

Replacement – Items that break down that cannot be fixed.

Preventative Maintenance – Maintenance that prolongs the life of your assets.

There is no crystal ball to know what maintenance expenses will be for your home; however, here are some rules of thumb:

1. At least annually, there should be a full home assessment of the following items. Preventative maintenance efforts are there to ensure the most expensive systems in your home maintained to a standard to prolong life and as these assets age to prepare for replacement.
 - a. **Heating/Cooling Systems** (and an annual tune-up completed). If your home has a boiler, this would be done by a plumber in conjunction with the next item.
 - b. **Plumbing Systems** including water heater flush and inspection, review of all sinks, drains, tubs, faucets, and supply lines.
 - c. **General Inspection** of property condition (paint, flooring, tile, concrete, landscaping).
2. A periodic roof inspection should be completed about every 5 years until the roof is 15 or more years old and then every 3 years (or sooner if there is a hail or wind storm).
3. As a general rule, you should budget 5% of rental income per month for repairs over the course of the year which equates to \$5 per \$100 a month in rent on an annual basis. (That's \$50/month or \$600/year for a \$1,000/month rental).



4. In addition, you should prepare for replacement costs for things like kitchen appliances, garage door openers, water heaters, HVAC appliances, roof replacement, exterior paint and interior paint, and flooring replacement. 1% of the property value/year is a reasonable rule of thumb. (that's \$2,000/year for a rental unit valued at \$200,000)

Real Estate is a superb investment, and each month the income from the investment pays down debt service all while the asset generally increases in value!! We take your trust in us seriously and want to provide the best advice possible for a long and prosperous investment future, and maintenance care of your asset is like fertilizer to keep it growing.

Below are some maintenance plans that we feel should be strongly considered. Many of our owners take advantage of these services.

HEATING AND COOLING SYSTEM SERVICE

This maintenance agreement includes the maintenance of your heating and or cooling equipment. This maintenance is a proven way to reduce long term costly repairs. Other benefits include a 10% discount on repairs, lower utility bills and peace of mind that the equipment is operating normally at the time of service. We have collaborated with very reputable HVAC companies to offer this program. During this inspection, the technician will:

HEATING SYSTEM Tune-Up: (Once Per Year)

- Check thermostat operation.
- Clean or change standard filter (tenant supplied)
- Inspect blower wheel.
- Check blower motor and lubricate if needed
- Test for carbon monoxide.
- Check for gas leaks from shutoff to unit.
- Check and light pilot.
- Inspect flue for satisfactory operation.
- Check burners and heat exchanger.
- Light cleaning of burner compartment.
- Adjust burners for optimum fuel efficiency.
- Check motors for proper amperage.
- Inspect all furnace wiring.
- Check all limit and safety controls.
- Check refrigerant levels (heat pumps)
- Light cleaning of blower compartment

COOLING SYSTEM Tune -Up: (Once Per Year)

- Check thermostat operation.
- Clean or change standard filter (tenant supplied)
- Inspect blower wheel.
- Check blower motor and lubricate if needed
- Clean condenser coils and remove debris from unit.
- Tighten electrical connections.
- Check compressor amperage.
- Check refrigerant pressures.
- Check for oil and refrigerant leaks.
- Check condensation drain lines.
- Check air flow at vents.
- Inspect condenser fan motor.



- Check capacitors
- Inspect contractors and relays.
- Check temperature split in home.
- Alert homeowner to current operating performance.

GENERAL INSPECTION (Most Popular)

As part of our management service, we perform interior review(s) of your property. Our standard review is to visit the property and to talk with the tenant(s). Our primary objective is to look for obvious items such as smoking, pets, unauthorized tenants and other negligent items that can affect the overall condition or habitability of the property.

The GENERAL INSPECTION service is independent of our interior inspection(s) we perform on the property. During this inspection, we will have a qualified, licensed technician review the interior and exterior of the property in great detail. The technician will be reviewing items such as, but not limited to:

- Check Smoke & CO Detectors
- Plumbing, sinks, toilets, drains, tubs, etc. Does not include water heater flush.
- Windows & Doors
- Rain Gutters & Downspouts
- Wood Rot
- Sheetrock Damage
- Roof & Shingles
- All Required By The Utah Fit Premises Act

EVICITION & LEGAL PROTECTION PLANS

We offer an Eviction Protect Plan for which Property Solutions of Utah agrees to pay legal fees and court costs associated with an uncontested Unlawful Detainer Action for tenants that agent has placed in the property. However, if a tenant should contest an Unlawful Detainer Action or counter sues, the Owner agrees that agent will not be responsible to pay any costs incurred to litigate or respond to tenants' contest.

In the event an Unlawful Detainer Action is necessary within the first one hundred eighty days (180) days of this agreement for a tenant that was already occupying, or a tenant was placed on the request of owner against the advice of agent, owner shall be responsible for all expenses incurred in connection with the Unlawful Detainer action.

If owner declines the Eviction Protection Plan, owner will be responsible for legal consultation with agent's legal counsel. It will cost approximately \$500 to initiate an eviction and upwards of \$800 or more to complete the eviction process. The amount varies depending on the tenant's contesting of the Unlawful Detainer action. Owner shall be charged reasonable attorney fees for consultation with out attorney for any legal issue.

PROFESSIONAL PHOTOGRAPHY

Location, Price and Photos are the key ingredients to getting calls on your property. With interior photographs being a third of the equation to a quicker lease and higher rents, we suggest leaving pictures up to the professionals. \$150.00 and you get to keep the pictures. Profession photos are one of the best things you can do to help rent your home faster for the most amount. These are your photos and can be used for future marketing.

REAL ESTATE SERVICES

Because we're a fully licensed dual brokerage and in good standing with the Divisions of Real Estate, Salt Lake Board of



Realtors, Utah Apartment Association and National Association of Rental Property Managers, we can offer a FULL real estate experience from A-Z. Our business model is structured to assist in all facets of Real Estate. We offer such a unique program that we doubt you'll find it anywhere else. If you hire us to manage your property, we will credit you back 50% of all the management fees you paid us.

For example, you hire us to manage your property and pay us \$80.00 per month. After 3 years you decide you want to sell, we will discount our full-service listing service by \$1,440 (36 months X \$40.00 per month). Additionally, we will only charge a 2% commission for full service marketing instead of the full 3%.

Sales Price: \$250,000 Listing Commission: \$5,000
Property Management Credit: \$1,440 Listing Commission Paid: \$3,560

This option does need to be selected at the time we sign the owner management agreement. Maximum of \$2,500 to be credited. **THIS DOES NOT REQUIRE YOU TO USE US IF YOU SELL YOUR HOME. IF YOU DO, YOU'LL GET THE REABTE. NO OBLIGATION.**
