



Property Management Division



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VOGT & ASSOCIATES
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Plan **A**

RENTAL AGENCY

Vogt and Associates will locate a suitable tenant by:

- Advertising in local newspapers (at owners expense).
- Personally showing your property.
- Instant credit check at no charge to you.
- Employment and previous landlord verification.
- Personal screening and interview with potential occupants.

At the end of this process, we will guarantee a suitable tenant with a one year lease.

Vogt and Associates will guarantee a replacement tenant at no additional cost to the owner if any tenant occupies for a term of less than one year.

The fee to **Vogt and Associates** for rental agency plan A is ½ of one months rent.

EXAMPLE



Plan A does not include the responsibility of rent collection or property maintenance.

Plan **B** STANDARD SERVICE

Plan B – Standard Service will provide you, the owner,
with all the benefits of Plan A

PLUS additional management services of :

- E-mail monthly property inspection report with photos.
- Maintaining individual tenant files.
- Monthly rent collection.
- E-mail monthly rent collection report.
- Direct deposits to owners designated bank accounts.
- Walkthrough inspections at the time of any tenant move outs.
- Provide you, the owner with an itemized security deposit refund statement.
- Work order assessment – Includes vendor estimates: carpet, paint, blinds, cleanup, and general maintenance repairs.
- **Vogt and Associates** will schedule, supervise and see to the complete physical maintenance of your property.
- Attend property inspections performed by governmental agencies, Insurance on banks.

The fee for Plan B

 + PLUS 5% / Section 8 7.5%

* Only applies if unit is vacant

The fee for Plan B – Standard Service is Plan A's fee PLUS 5% of All monies collected.

Plan **C** **FULL SERVICE**

Participation in Plan C – Full Service Plan.

Provides you, the owner with the benefits of Plan A – Rental Agency, **PLUS** Plan B – Standard Services, **PLUS VOGT and Associates** will assume the responsibility of paying all bills on behalf of the owner related to your property including:
Perfect for client who live our of state or the country or wish to travel

- Utilities.
- Mortgages.
- Property Taxes.
- Providing the Owner With Monthly Reports.

The fee for Plan C



This includes Plan A – Rental Agency, and Plan B – Standard Services.

Let us Relieve You of All Your Property Management Burdens.

Choose The Plan That Suits Your Needs!!