



SCHEDULE OF SERVICES AND FEES

Fees

At Clarke Location Service, our services are comprehensive and our fees are simple. **Please note that the 6 fees listed below are all you are charged** as a CLS client. There are no hidden or “nickel & dime” fees, cancellation fees, maintenance administration fees and more. We are confident that you won’t find a better value of important services anywhere.

New Lease	4% of one year or if MLS 6% of one year
Lease/Purchase or Sale	1% of Purchase Price
Monthly Fee (management)	10% of net rent/mortgage payment
Emergency Fund	\$200.00
Redecorating Costs	As needed
Late Fees (paid by tenant)	Homeowner receives 25%

Leasing Services

The leasing process occurs whenever the home becomes vacant or when a rent increase is warranted.

- Analyzing and setting the correct rent
- Preparing the home to be in rent ready condition
- Marketing the home through signs, ads , rent list distribution, broadcast fax and referral networks.
- Conduct a move-in conference where the lease is explained and executed.
- Upon expiration, review the rent and propose an increase where warranted

Monthly Management

Clarke Location Service is a full service management company and we cater to clients who cannot afford to be bothered with the hassles of property management. This means we handle any and all aspects of managing your properties including:

- Thorough and disciplined rent collection procedures
- Comprehensive client accounting services including payment of mortgages, insurance, HOA fees etc.
- A minimum of four property inspections annually including at least one thorough interior inspection during which the fire extinguisher, smoke alarm and all locks are checked
- Comprehensive Maintenance Administration including 24-hour emergency maintenance service
- Handling of all tenant relations including semi-annual newsletters and maintenance reminders
- Handling of all other issues including insurance claims, city violations, neighborhood issues etc.
- Move-out process administration including inspections, maintenance bids & security deposit refunds