

COLDWELL BANKER 
OCEAN SHORES BROKERS REAL ESTATE
Each Office is Independently Owned and Operated

PROPERTY MANAGEMENT

PO Box 845, Ocean Shores, WA 98569 --- Office: 360-289-1227

Management Fees are 50% of the first Month and 10% each month following (on the current Lease). We do require minimum 1 Year Leases.

If the Same tenant remains in the property and renews the Lease the 10% fee continues. If instead we do a Move out and Placement of a new Tenant when the lease is up, the 50% fee is again applied.

We perform all Minor maintenance on the Property at a cost of \$35.00 per Hour Billed by the Quarter hour, we also bill for Travel Time.

We have our own Maintenance Staff to perform these tasks.

If there are issues beyond our scope we will contact you & get direction on how to proceed we will then coordinate and oversee any projects on your behalf.

We also have our own cleaning staff for between rentals if needed. If the property needs cleaned prior to being rented for the first time, the owner would be charged for service.

After the first initial cleaning all cleanings are billed & subtracted from the Tenants Security Deposit.

We do Credit and Criminal Checks on all Tenants, we require a Minimum Security Deposit equal to 1 months' rent.

If something gives us cause to question placement of a tenant, but the reports come back good, we have been known to Charge Double the Security Deposit.

We do an initial Move-In Inspection & a final Move-out Inspection.

We request a form be filled out & submitted to the City of Ocean Shores giving us Authorization to get information on the account so we can monitor the Utilities as the City does not actually remove the Owner as the responsible Party.

If the bill is not paid you as the owner are still responsible, so we try to stay on top of that.

Payments to Owners are distributed on the 15th of each Month, we prefer to do this via automatic Deposit.

We have an online Property Management Program to make communication with tenants and owner easy.

Our Office is open 6 Days a Week Monday – Friday 9-5 and Saturday 10-4 and closed on Sunday.

Thank you for your consideration.