



## SUNDIAL REAL ESTATE

263 West 3<sup>rd</sup> Place

Mesa, AZ 85201

480-966-2170 ofc#

480-966-2170 fax#

### Services Included in the Management Fee

- Collection on income
- Completing paperwork for government rental assistance
- Completing paperwork for private rental assistance
- Completing paperwork for short-term rental assistance
- Lease Renewals
- Pre-qualifying prospective residents
- Supervision of vacant unit turn-keys
- Employee Management
  - Maintenance of payroll records and reporting
  - Hiring, Dismissing, Managing on-site employees
- Development and Implementation of Marketing Plans
- Office Administration
- Initial walk-thru, pictures, and assessments
- New office set-up, computer set-up
  - Tenant Records
  - Move-in, legal forms, HOA move in forms
- Filing on Evictions, non-pays
- Handling lock-outs with the Constable
- Manage HOA violation
- Vendor Management
  - Completing vendor contracts
  - Review of new vendors
  - Filing vendor 1099's
  - Collecting W-9's
  - Receive, Manage, and Negotiate Bids
- Grounds, Building, and Equipment Management
- Bad Debt Management
- Complete Resident Maintenance requests
- City, Insurance, Mortgage Inspections
- Applications for sales tax licenses and renewals
- Registering rental properties with Maricopa County
- Payment of Mortgages, RE taxes and City Sales tax
- Monthly Management Reporting
- Inspections: Property Safety, Interior/Exterior and Secret Shopper
- Marketing Surveys

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**Services Not Included in the Management Fee**  
(Majority of these expenses only affect multi-family units)

- Computer Audits
- Office Supplies and Equipment (including computer, printer, copier, etc.)
- The cost of checks (\$130), envelopes
- Property Promotional fliers, brochures and property plans
- Advertising for site personnel and pre-employment drug test
- Motivational Activities, birthday parties, Holiday parties
- Educational Seminars relating to the employees scope of work
- The Cost of the Employers contribution to employees health insurance
- Payroll fees and wages for on-site personnel
- Post placement for signage
- Listings on MLS offering commissions
- The cost of maintenance, repairs, vendors and supplies
- Bank fees: Stop payment checks \$30 and NSF checks \$12
- Postage, overnight packages, certified mail
- Credit checks \$15.00 each
- Cost of Eviction
- Realtor and Locating Services
- \$10 Fee for Arizona Rental Registration per Maricopa County Assessor
- \$2 per unit computer set up fee (1 time charge)
- \$1 per unit on line service fee (per month)

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