



## 2021 Property Management Services & Fee Structure Residential

Owning income property has never been easier. J Keller Properties provides our owners with exceptional exposure to targeted audiences, professional service, and a strong local reputation. We specialize in a range of housing, from lofts and studio apartments to million dollar executive properties. Whatever your property may be, we have a place for it at J Keller Properties.

We provide full service property management by furnishing the following:

- Advertising and marketing of property
- Scheduling and conducting of showings
- Tenant screening
- Lease signing
- Turn-over scheduling and services
- Certificate of occupancy preparation and inspection
- Rent collection (mail, online, in-person)
- Maintenance and repairs (preventative, routine, and responsive)
- Delinquent account management
- Bill payment
- Regular property inspections (interior and exterior)
- Monthly owner draw by EFT
- 24-hour online account access

Let us show you why J Keller Properties is the premiere property management company in the Ann Arbor area.

Thank you!

Jon Keller  
Associate Broker  
J Keller Properties, LLC



**Owner Name:**

**Permanent Address:**

**Phone Number:**

**Email Address:**

For 10% (or \$200/month, whichever is greater) of the collected income of your properties located at Address, J Keller Properties will manage the properties from DATE through 12 months. Additionally, a One Month Leasing Fee shall be collected for each new 12 month lease signing. Any renewal lease shall be assessed a Half Month Retention Fee. At the conclusion of this contract, J Keller Properties management structure will stay in place until completion of any executed lease or until 30 days written notice is given from either party.

For this management fee, J Keller Properties will provide the following services:

1. Open a checking account.

Checking account will be opened at University of Michigan Credit Union under: J. Keller Properties/Property Address, or applied to an existing Auxiliary Account. Account will house security deposits and monthly rent. All Rent and Security Deposits will be made out to J Keller Properties.

2. Pay accumulated bills pertaining to the properties at Address, with collected income. Payments will be made to vendors from the aforementioned account in a timely and professional manner. Bills may include but are not limited to; utility bills, lawn care invoices, snow removal invoices, maintenance invoices, etc. All recurring and monthly bills will be redirected to J Keller Properties.

3. Maintain close contact with the tenants and handle all routine maintenance, maintenance requests, and emergency maintenance.

Maintenance requests may include but are not limited to; lighting, plumbing, appliances, grounds maintenance, general maintenance, etc.

3a. Maintenance costs- Should maintenance services be required; J Keller Properties maintenance costs are billed at the following rates:

Full Service Maintenance (regular hours): \$54/hr

Full Service Maintenance (after hour emergency services): \$81/hr

\*Services provided by licensed and insured maintenance branch of J Keller Properties specializing in electrical, plumbing, HVAC, and misc. rental property maintenance services.

3b. Should outside services be required, preferred vendors shall be used and J Keller Properties 'group rates' shall be applied and billed through J Keller Properties.



- 4. Notify Owner of any single maintenance issue totaling more than **\$ 500.**  
 J Keller Properties will discuss services involving general maintenance with owner on a regular basis. Owner will be kept aware of any expenses resulting from uncommon issues (non-recurring bills). A **\$500 Reserve** account shall be retained throughout the entirety of this agreement. J Keller Properties reserves the right to act in Owner’s best interest if unable to reach Owner, or if alternative options are not presently available.
  
- 5. Aggressively pursue tenants for current vacancies and available units for upcoming rental season.  
 Listings will be posted on www.jkellerproperties.com and 40+ other websites used to acquire qualified tenants. Tenants will be shown apartments by J Keller Properties and leases will be executed once both parties have reached an agreement. All tenants will have to fill out an application. J Keller Properties shall sign leases as ‘Agent for Owner.’ Copies of leases and tenant information will be available to Owner via their Buildium.com portal.  
  
 5a. Changeover- At the conclusion of a lease, J Keller Properties will facilitate the turnover period before incoming tenants move in. This includes cleaning and inspection to make sure all aspects of property are working properly. Security deposits will be deducted for any tenant damage not deemed appropriate from “normal wear and tear.” The owner draw immediately prior to the turnover shall be held in order to promptly pay vendors for turnover services.
  
- 6. Provide detailed bookkeeping and reports through Buildium.com or similar accounting platform.  
 Owner will be provided with a username and password to access detailed accounting information through a personalized Owner Portal. These services are available 24/7/365.
  
- 7. Send Owner the balance in the account monthly, less bills, keeping a **\$500 Reserve.**  
 Along with detailed accounting, a monthly Owner draw will be issued via direct deposit (EFT) into a banking institution of choice.
  
- 8. If Owner decides to sell the property, J Keller Properties shall have the right of first refusal and shall serve as the Broker on behalf of Owner with a commission not to exceed a P6F4 commission structure (6% up to \$300,000, 4% thereafter).

Owner \_\_\_\_\_ Date \_\_\_\_\_

Jon Keller  
 President/Associate Broker,  
 J Keller Properties

\_\_\_\_\_ Date \_\_\_\_\_



# J. KELLER

properties




**The Michigan Daily**

**J. KELLER PROPERTIES**

HAS BEEN VOTED  
**BEST LANDLORD**  
BY THE MICHIGAN DAILY READERS

*Douglas Solomon*  
DOUGLAS SOLOMON  
BUSINESS MANAGER

*Jennifer Calfas*  
JENNIFER CALFAS  
EDITOR-IN-CHIEF



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*Rose Filipp*  
Rose Filipp, Business Manager

*Shoham Geva*  
Shoham Geva, Editor In Chief

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### Property Management:

- Campus Rentals
- Off-Campus Homes
- Association Mgmt
- Single Family Homes
- Executive Rentals

### Maintenance:

- Routine Maintenance
- Preventative Services
- Inspection Prep
- New Construction
- Complete Build-out
- Project Management

### Residential Sales:

- Home Sales
- Leasing
- BPO's

### Commercial Sales:

- Building Sales
- Leasing

### Why Choose J Keller Properties, LLC?

Choosing the right property manager is crucial. Many homeowners quickly learn that finding and retaining quality tenants is harder than expected. Leaky faucets, late night emergencies, and unpaid rent are just a few things that keep investor's up at night. Bringing an experienced property manager into the fold will save you time, headaches, and ensure that you maximize profits on your investment.

J Keller Properties, LLC will take care of everything from marketing and maintenance to rent collection and tenant relations. We take pride in our status as the "2013 Landlord of the Year" as ranked by the *Michigan Daily*.

Here's just a few ways J Keller Properties, LLC and our staff of experienced property managers will help you:

Increase Rent: We know the market and will ensure your rent is maximized.

Tenant Retention: Rule 1 of sales; it's easier to maintain a client than to find a new one. Did you know the average 4 bedroom home takes over \$2000 to turn-over (paint, carpets, general maint., etc). So keeping your tenants is crucial to your bottom line!

Tenant Relationship: Dealing with the day to day grind of tenants can be exhausting. We have a reputation for being the best, but rent is still due on the first.

High Quality Maintenance: We strive to respond to service requests within 24 hours. We also focus on preventative maint. Example: gutter cleaning (\$75); water extraction (\$2500)

Communication: 24 hour owner access to owner accounts through our online partner, buildium.com.

- J. KELLER properties

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www.jkellerproperties.com



## New Owner Checklist

Welcome to J Keller Properties, LLC! Below is a list of items we will need to make the transition as simple as possible.

- Signed contract
- Contact info for owner- email; phone; physical address
- Current & future leases
- Tenant contact info & applications
- Any tenant security deposits on hand
- Tenant ledgers (unless all are current)
- Bank account info for owner (bank; account; routing)
- Property Registration Form- signed by owner
- Copy of homeowner's insurance
- Keys to front/back/bedrooms
- Garage door openers
- Key fobs; clubhouse cards
- Parking space number (if coded)
- Mailbox numbers (if coded)

Thank you- we look forward to working with you!

Jon Keller  
Associate Broker  
J Keller Properties, LLC