



## Residential Property Management Services & Fees

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

We provide full service property management by furnishing the following:

- Advertise and market property
- Schedule and conduct showings
- Comprehensive three-part tenant screening process
- Provide in-person or electronic lease signings
- Schedule vendors, services, and timeline for turnover period
- Prepare property for certificate of occupancy inspection and certification
- Collect rents via mail, electronic payment, or in-person
- Conduct and coordinate maintenance request and repairs (preventative, routine, and responsive)
- Manage delinquent accounts
- Prompt bill payment
- Routine drive-by property visual inspections
- Payment to owners via monthly EFT
- 24-hour online account access
- Complete brokerage services for buying or selling property

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

Sincerely,

Jon Keller  
Associate Broker  
J Keller Properties, LLC



**Owner Name:**

**Permanent Address:**

**Phone Number**

**Email Address:**

For **10% (or \$250/month, whichever is greater)** of the collected income of your properties located at **Address** (**'Property'**), J Keller Properties, LLC will manage the properties from **DATE** through **12 months**. Additionally, a **One Month Leasing Fee** shall be collected for any 12 month lease signing. Any renewal lease shall be assessed a **Half Month Retention Fee**. At conclusion of this contract, J Keller Properties, LLC 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, LLC will provide the following services:

1. Assign a checking account.

Property account will be assigned to an existing J Keller Properties, LLC account at UMCU. Account will house security deposits and monthly rent. All Rent and Security Deposits will be made out to J Keller Properties, LLC.

2. Pay accumulated bills pertaining to Property 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/snow invoices, routine/preventative maintenance, etc. All recurring and monthly bills will be directed to J Keller Properties, LLC. In the event a service exceeds amount available in account, an owner contribution may be required.

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- J Keller Properties, LLC maintenance costs are billed at the following rates:

Full Service Maintenance (regular hours): **\$60/hr**

Full Service Maintenance (after hour emergency services): **\$90/hr**

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

3b. Should outside services be required, preferred vendors shall be coordinated by J Keller Properties, LLC and invoices shall be sent to and paid by J Keller Properties, LLC. Copies will be available in Owner's Buildium portal.

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J Keller Properties, LLC \* PO Box 2093, Ann Arbor, MI 48106

734.369.8239 \* [www.jkellerproperties.com](http://www.jkellerproperties.com)

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4. Notify Owner of any single maintenance issue totaling more than **\$ 500**.  
J Keller Properties, LLC 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, LLC 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 vacancies and available units for upcoming rental season.

Listings will be posted at jkellerproperties.com and syndicated to 40+ other websites used to acquire qualified tenants. Third party advertising fees may be passed through to Owner. Tenants will be shown Property by J Keller Properties, LLC and leases will be executed once parties have reached an agreement. All tenants will have to fill out an application. J Keller Properties, LLC shall sign leases as ‘Agent for Owner.’ Copies of leases and tenant information will be available to Owner via Buildium portal.

5a. Changeover- At the conclusion of a lease, J Keller Properties, LLC 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 “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, LLC shall have the right of first refusal to act as Broker on behalf of Owner with a commission not to exceed a 6% commission structure.

Owner

Jon Keller  
President/Associate Broker,  
J Keller Properties

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

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

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



## 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 management 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