



2050 Spaulding Dr. #4A
North Charleston, South Carolina 29406
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www.palmettost.com

PROPERTY OWNER SERVICES

At Palmetto State Properties & Associates we strive to provide our clients with exceptional management services for their investment properties at competitive prices. Palmetto State is a FULL SERVICE property management company specializing in properties throughout the greater Charleston-Trident metropolitan area of South Carolina. We are here to ensure our clients' success in all of their real estate matters.

Our services include, but are not limited to, the following:

Property Maintenance, Repairs, and Inspections

Our staff and referral network can handle all the maintenance, repairs, inspections and improvements your property requires, 24 hours a day, 7 days a week. We maintain an extensive referral network of qualified and fair-priced tradesmen who respond to all needs in a timely and effective manner.

Tenant Acquisition and Services

It is our goal to acquire for all of our clients qualified tenants in a timely fashion.

- **Marketing - An integrated campaign will be developed incorporating:**

- **Public Campaign**

- o Rental platforms including Zillow, Homes.com, Realtor.com, Rent., Zumper, etc.
- o Social Media including Facebook, Instagram. Etc.
- o Palmetto State Property & Associates sign in the yard of the property (where applicable).
- o Prominent positioning on our featured Rental Properties page on our website (www.palmettost.com) and Facebook pages.

- **Realtor Campaign:**

- o Your home will be listed on the **Charleston Trident Area Multiple Listing Service** (MLS) opening it to the over 7000 Realtors in the Charleston area.
- o Your home will be registered with **ShowingTime** for the scheduling and management of all showings.

● **Leasing**

We oversee the placement of your tenants from application and screening to placement and retention.

- o Complete credit, background and reference checks of all applicants along with employment/income verification.
- o Negotiate, Execute and Enforcement of lease, community rules and individual owner's requests.
- o Supervise move-out and replacement of tenants.
- o Facilitate all eviction procedures as necessary.

● **Accounting Services**

- o We provide experienced market price consultation.
- o Collect monthly rent, disburse expenses and net income.
- o Provide detailed itemized statements of income and expenses through secure Owner Portal.



FEE SCHEDULE

Initial Set-up Fee: \$300.00

Includes:

- File set-up – all contracts, MLS paperwork, account set-up, etc
- Property visit – inspection, digital photography, sign placement, lockbox placement
- MLS listing
- PSPA Website, Facebook and Instagram posting
- Web site population via Realtor.com, Zillow, Trulia, HotPads and other web resources

o Monthly Vacant Property Management Fee: \$125.00 / month

o Annual Residential Management Renewal Fee: \$150.00

o Monthly Occupied Property Management Fee:

- 10 % of monthly rental amount - unfurnished properties
- 15 % of monthly rental amount – furnished properties
(ask about discounts for multiple properties)

o Tenant Placement/Leasing Fee:

- 35% of the first month's rent; this includes the commission paid to any MLS agent who places a tenant in your property.

o Web Advertising: Included in monthly fees; unless otherwise noted by Broker or requested by owner.

- Any web advertising requested outside of our normal protocol will be billed to the property owner.