



1022 eWall Street
Mount Pleasant, South Carolina 29464
info@palmettost.com
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. 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**

- Public Campaign:

- o Palmetto State Property & Associates sign in the yard of the property (where applicable).
- o Web campaign to include local, national, and international websites and our business websites.
- o Print advertising campaign in the local periodicals (as needed).

- Realtor Campaign:

- o Your home will be listed on the **Charleston Trident Area Multiple Listing Service** (MLS) opening it to the over 4000 Realtors in the Charleston area.

- o Your home will be registered with **ShowingTime** for the scheduling and management of all showings.

- Web Campaign:

- o Web campaign to include **Craigslist**, the **Charleston Trident Area MLS**, and other websites chosen specifically for your property such as **Trulia, Zillow, HotPads** and others.
- o Prominent positioning on our business website: www.palmettost.com and Facebook pages.
- o Web site population via Realtor.com and other web resources.

- **Leasing**

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

- o Complete credit and reference checks of all applicants.
- 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.



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FEE SCHEDULE

Initial Set-up Fee: \$250.00

Includes:

- File set-up – all contracts, MLS paperwork, account set-up, etc
- Property visit – inspection, digital pictures, virtual tour, sign placement, lockbox placement
- MLS listing
- Craigslist listing
- PSPA Website and Facebook listing
- Web site population via Realtor.com, Zillow, Trulia, HotPads and other web resources
- Web placement on web bulletin boards/sites such as Automated Housing Referral Network (AHRN.com (military)) and MUSC student bulletin board (as needed) Note: any web advertising requested outside of our normal protocol will be billed to the property owner .

o Monthly Vacant Property Management Fee: \$75.00 / month

o Residential Management Renewal Fee (yearly): \$125.00

o Monthly Occupied Property Management Fee:

- **10 % of monthly rental amount - unfurnished properties**
- **15 % of monthly rental amount – furnished properties**

o Tenant Placement Fee: 10% of the first month's rent; this fee is 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.

o Print Advertising Fee: Fee charged by publication – for example local newspapers.