

WORTH

REAL ESTATE BROKERAGE &
PROPERTY MANAGEMENT

MANAGEMENT OF CO-OPS AND CONDO'S % BASED ON THE GROSS MONTHLY COLLECTION OF RENT

Basic 5%

- Residential Management Program Called ApFolio with online portal access for tenant and building owner
- 24/7 Emergency line
- Establish an Independent Bank Account
- Prepare and send out monthly rent statements
- Monthly collection of all fees
- Send past due notices with late fees
- Send monthly reporting of collections and past due fees 30,60,90 days
- Deposit money in bank account
- Record money received in tenant's portal
- Legal Compliance as per house rules, bylaws, ect.
- Letters to individual homeowners when needed
- One additional bulk mailing to owner, tenants
- Apartment compliance enforcement of fines
- Monthly inspection report of property with pictures
- Maintenance dispatch
- Request proposals from 3 contractors/with required insurance
- Work order and maintenance history
- Property inspection 1 time a month

Premium 8%

- Everything included in the Basic Package
- Bill payment on property expense (excluding mortgage, taxes)
- Preparation of all payments for approval and or signature
- Move in move out inspection and reports
- Lease renewal services
- Annual rent review
- Year end income and expense report
- Supply all paperwork for yearly audit
- Vendor work orders and reports
- Review and investigate insurance coverage on an annua basis to obtain best coverage
- Monthly reporting of Accounting of accounts receivable, Expenditures, balancing the books for accountant, owners.
- Preparation of paperwork for Co-op/Condo elections
- Star check disbursements
- Property inspections 2 times a month

All- Inclusive 10%

- Includes Basic and Premium
- Bill payment of Mortgage, taxes, etc...
- ASIE Reports
- Advanced reporting (rent roll, cash flow, balance
- Balance sheet, vacancy and more
- Annual ROI calculations (net income/cost of Investment)
- Tenant turn repair oversight
- Coordination of move out process
- Handle security deposit withholding
- Yearly Budget preparation
- Prepare and review/update long term Capital Reserve Budget
- Prepare and send to county Tax certiorari
- Evaluate all existing vendor contracts for cost effectiveness
- Review Contractor's performances or complaints and quality
- Tracking the reserve categories
- Property inspection to be determined