

Manago Management, LLC

Thank you for your inquiry regarding property management and about our company.

Here's information that might answer some of your questions.

The first step is the set up - \$295.00 will start the process (scroll to page 2 for full details)

Second, we need to advertise the property and move a tenant in ASAP – otherwise you run the risk of vandals, squatters, and thieves.

We don't **charge during vacancy** and we don't charge you directly, your property is simply deducted the fees from rental revenues earned, when they are earned. The day the lease is signed with your new tenant we take ½ of the first months rent to pay for the advertising, numerous property showings, answering numerous phone calls and inquiries, leasing, contract paperwork, and tenant walk-through to include tenant follow-up immediately after move-in.

Third, what is our management fee and how do you get paid;

- 1) Our management fee is 8% (\$95 minimum, slightly higher for properties with governing HOA – scroll to page 3)
As soon as we receive the rent we mail it to you OR we can direct deposit the money into your account (optional \$4.00 fee)

What services do we offer –

- 1.) Real Property Management
- 2.) Leasing
- 3.) Contracts
- 4.) Accounting
- 5.) Evictions
- 6.) Information

Lastly, Manago Management LLC is a full-service real estate brokerage fully licensed to offer business brokering, property management and real estate sales in the great state of Nevada.

If you wish to proceed with our assistance, here's what you need to do next:

Call or e-mail and I will call you back asap to answer your numerous questions and to get you acquainted with our organization, we will send you the mandatory contracts to begin our property management relationship.

Thank you

Manny Manago
Manago Management, LLC
Property Management Division

Set-Up Fee (Residential):

For Initial set-up and administrative cost: \$295.00

SET-UP services include, but not limited to:

- 1.) Provide owner with a complete analysis of their rental dwelling; insuring habitability concerns and the readiness of tenancy.**
- 2.) Determine rental rates; perform rental competitive marketing analysis (CMA), Assess rental market condition to properly determine the highest rental rate with the least amount of vacancy allowance.
- 3.) Post and install company signs and other rental signs on the property to attract prospective tenants.**
- 4.) Install Lockbox on the property for easier access by cooperating REALTORS, maintenance personnel, and other vendors and other cooperating property managers including Manago Management real estate agents during periods of vacancy .
- 5.) Initiate state of Nevada mandated filing and accounting systems including Nevada required file set-up and record retention.**
- 6.) Perform leasing activities, including traveling to and from the subject property numerous times for the purposes of showing the property to prospective tenants.
- 7.) Provide answering service about the subject property; Answering and returning the NUMEROUS phone calls that are received from prospective tenants requesting information about your rental dwelling. We perform the time consuming task of answering prospective tenants inquiries.**
- 8.) Travel to and from the managed property (No additional charges for costly trips back and forth to your property) for the purpose of the showing and viewing of the property to prospective tenants.
- 9.) Provide for the initiation and coordination of cleaning, maintenance, utility personnel, and other personnel. Also to perform an overall visual inspections**
- 10.) Take numerous pictures of your property; For marketing purposes, security reasons, and proper record keeping.
- 11.) SET-UP fee includes the tenant application, screening process, and initial tenant interview:**
 - a.) Background checks
 - b.) Employment verification
 - c.) Rental History checks
 - d.) Credit report check
 - e.) Criminal history check
 - f.) We will also check other factors that may affect tenancy
 - g.) We then discuss the tenant qualification with the owner/landlord.
- 12.) SET-UP includes conducting a move-in conference with the tenant where the lease is explained, covered, and executed (a very lengthy process)
- 13.) Upon expiration of the lease, review the rent and propose an increase where warranted.**

**14.) We will handle all tenant concerns and/or questions.
YOU GET TO ENJOY YOUR LIFE...**

Advertising Fee:

Only one half (1/2) of the first month's rent.

We will heavily advertise your rental property with numerous advertising media that we have had success with. Your property will have maximum exposure in the open rental market to minimize vacancy. Since we do NOT charge during periods of vacancy, we insure that we work diligently to procure a tenant by spending lots of time and money advertising your rental.

NOTE: An average landlord performing their own leasing duties spends about \$160 per week on advertising their rental dwelling. About \$640.00 after only one-month of advertising. This does not include answering the numerous inquiries from prospective tenants that result from the advertisement and the time consuming task of giving directions to the rental property and answering the numerous questions a prospective tenant ask. Many owners have hired us for the primary reason that they could NOT accommodate the numerous feedback, showings and the time consuming duties involved that results with the advertisement and the labor intensive task involved with leasing activities.

Don't spend too much on advertising your rental property, we only charge one-half of one month's rent (\$500 min) regardless of how long it takes us to find a tenant and we do not charge any management fees during periods of vacancy.

Advertisement MAY include, but is not limited to:

- 1.) Homes Illustrated® Magazine**
- 2.) Craig's List**
- 3.) Manago Management website**
- 4.) Home Rental Guide®**
- 5.) Clark County Rentals**
- 6.) Rent Clicks**
- 7.) Rental Homes Plus**
- 8.) Hot Pads**
- 9.) Rent Marketer**
- 10.) Zillow**
- 11.) Other advertising medium that the Manager deems appropriate**

The diverse and high volume of advertisement that we conduct for your home and the laborious follow-up duties conducted by our staff assures that a minimum amount of vacancy time is incurred by your rental dwelling.

For Management of the rental dwelling:

8% of monthly rents received*.

9% of monthly rents received* for rental dwellings with governing HOA (homeowner's association) or PUD (plan unit developments) due to the increased administration costs, additional labor required and time to facilitate set-up with the HOA.

Management in a common interest community such as condo's, townhouses and Plan Unit Development (PUD'S) such as Aliente, Sun City, and Anthem and residential dwellings with governing HOA's have increase work load due to having to deal with the HOA and/or other governing association. Some Association do not directly work with the property management company and insist on working ONLY with the owner. This makes our property management duties difficult, however, not imposible.

Some association communities stigmatizes tenants in general and mandate tenant registration, and stricter compliance with governing rules and bylaws, therefore we charge a higher management fees for dwellings located in such communities.

Thank You for understanding.

* Multi-Family dwellings (two or more units) and commercial Management have different rates. Please inquire.

* Minimum management fee in the amount of \$95.00