



2017/18 Fee Structure

Full Property Management Contracts

Long Term Rentals:

- \$200 – Administrative & Marketing Fee, due upon signing of a fully executed Property Management Agreement
- \$200.00 – Owner Maintenance Fund (withheld from first month's rent on owner's behalf for routine maintenance)
- \$125.00 – Basic Cleaning Fee for property prep before renting
- 10% of Annual rent – due upon a fully executed Rental Agreement. May be paid in full immediately or in 12-month installments (deducted from the rent payments)

Short Term Rentals/Furnished Monthly/Vacation Rentals:

- \$200 – Administrative & Marketing Fee, due upon signing of a fully executed Property Management Agreement
- 20% of Gross Rent Collected
- State & County Tax collection (remittance incurs an additional charge, please see below)

All full management Contracts Include but are not limited to:

Marketing & Promotion including photography
Property Showing by real estate professionals
Tenant Screening including credit and background checks
Lease Execution
Collection and Holding of Security/Pet Deposits
First Month Rent Collection
Collection of Proof of Renter's Insurance
General Property Inspections
Professional Cleaning
Move-in Inspections
6-Month Inspections
On-going Rent Collection
Rent Delinquency collection
Evictions
Maintenance

On-going Tenant Relations

Lease amendments due to changes in occupancy (adding/deleting tenants)

Initial Move-out Inspections

Move-out Inspections

Security Deposit returns following final move-out inspection

Added Protection through BBR's Errors & Omissions Insurance

Occupancy Tax Filing and Remittance

- For short term (90 days or less) and vacation rentals: \$25.00 Per Month
(some owners choose to file these taxes themselves)

Marketing Only Contract

\$500 – due upon signing of a fully executed Marketing Agreement

Please see below for contract details

Marketing Only Contracts Include:

Marketing & Promotion

Property Showing

Tenant Screening

Lease Execution

Other Services

Black Bear Rentals offers a variety of other services to assist property owners. These include, but are not limited to: **deep cleaning, lawn care, project management, overseeing extensive renovations, caretaking** for properties that are only occupied part of the year or being on site for **vendor call outs**. These service charges vary and are negotiated on a case by case basis in consultation with owners.