

San Diego Sunset

VACATION RENTALS • 888-SUNNY-SD



San Diego Sunset Realty offers 2 full service options for the management of single family rental properties. We offer competitive rates without any hidden charges. There are no extra charges for marketing your property, screening tenants, and placing the best tenant. Management fees are collected from all funds collected including rent and deposits.

Full Service Property Management Fee is 8% of gross rents and includes the following:

- **Tenant Screening** – San Diego Sunset will run a credit report and interview any potential tenant before a lease agreement is executed.
- **Property Marketing** – Your property will be aggressively marketed to find the best tenants possible, including newspaper, internet, and MLS advertising.
- **Market Rent Analysis**– San Diego Sunset will do a complete market analysis to ensure you are getting the most out of your property.
- **Rent collection** – Rent is due on the 1st of each month and late penalties apply if not paid by the 4th. Collected rent is distributed to the owners by the 10th of each month.
- **Accounting** – Every expense is tracked and included on the detailed monthly statements that are sent with the disbursements.
- **Repair and Maintenance Coordination** – San Diego Sunset will coordinate landscapers, pool service, and contractors to maintain and repair your property from our list of trusted professionals at no extra charge. Most maintenance calls can be handled within 24 hours.
- **3 Day Notices** – If rent is not paid by the 4th of the month and suitable arrangements have not been made, a 3 Day Notice will be issued.
- **Property Inspections** – Frequent exterior inspections are done to ensure the property is being taken care of properly. If there are any signs of a problem San Diego Sunset will do a full inspection of the property.
- **Security Deposit Collection/Disbursement** – San Diego Sunset will collect a security deposit commensurate with the rental rate and the creditworthiness of the tenant. Deposits will be kept in a trust account until they are returned to the tenant minus any damages or lease violations.

Bill Paying services can be added for an additional 2% and includes the following:

- **Mortgage, Tax and Utility Bill Payments** – All bills related to the property will be paid by San Diego Sunset and included in the detailed monthly statements.

Additional Services

- **Eviction Services** – San Diego Sunset offers eviction services to vacate unwanted tenants. Fees vary depending on the situation.
- **Tenant Placement without Management** – San Diego Sunset will locate, screen, and place suitable tenants for your property and then let you take over. The fee for this service is equal to 1 month's rent.