

Management Proposal

Prepared by:



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About Us

Bosley Properties was founded in 2003 by Kurt and April Bosley. We believe in fixing up what we buy and maintaining what we own. We take great pride in ownership of each and every unit. We will not rent a property if we ourselves would not live there.

In 2011 we decided to put our knowledge and experience to work for other investors. We now offer full service property management and property maintenance. We are committed to our clients and tenants. We pledge to offer excellent customer service to all those we serve. Our goal is to provide property owners with the maximum return on their investment and tenants a clean, maintained home. If you desire personalized service from like minded investors, please call today for a free consultation.

Why Bosley Properties?

- In business since 2003
- Professional Licensed Personnel with continuing education & training
- Advertising on the world wide web and other mediums
- Thorough tenant screening and inspections
- Enforceable and binding lease agreement
- Facilitates shorter vacancy cycles
- Promotes tenant retention
- Strict rent collection policies
- Maintenance services (on call 24/7/365)
- Financial services
- Online, easy to understand monthly statements and reports
- Less Stress
- More Freedom
- Customized Property Management to meet your needs

Satisfaction Guarantee

At Bosley Properties, we offer **100% satisfaction guarantee**. If at any time you feel we have not exceeded or met your expectations, you may cancel your contract at any time. No strings attached or fine print. All we ask is that you simply provide us with a thirty (30) day written notice.

Full Residential Management Services

Property Set-up \$150 (one-time start-up fee)

- Rent Market Analysis
- Detailed move-in property condition report with photos
- Rent ready inspection (performed with each lease)
- Property management agreement folder start-up (accounting, property, insurance, utilities etc)

Leasing/Tenant Screening \$150 (new leases, no charge for renewals)

- All tenant correspondence
- Personally meet prospective tenants and walk them through the property
- Thorough screening of tenant application (credit, criminal and eviction history)
- Collect security deposits
- Draft and execute lease agreements
- Ensures utilities are paid by tenant if required
- Ensures tenant has appropriate insurance
- Set-up and process tenant move-in documents

Advertising \$0 (unless advertising with the Great Falls Tribune then cost of ad applies)

- Leasing sign (placed on property)
- Bosley Properties website
- Craigslist, AppFolio web distributions, AHRN (military housing)

Maintenance \$400 (reserve fund for emergencies, maintenance, utilities, etc.)

- Optional (some owners elect to use their own handyman or choose to do maintenance themselves)
- 24/7/365 maintenance emergency response
- Regular property inspections

Management 8-15% (monthly charge while unit is occupied)

- Tenant and owner correspondence
- Accounting
- Rent distribution
- Security deposit retention and disposition
- Monthly owner statements/reports
- Owner portal (online file of reports)
- Property upkeep recommendations
- Collection accounts if applicable
- Manage delinquent tenants
- Enforce lease terms- violation letters
- Assist with evictions

Partial Residential Management Services

(LEASE-UP)

Price is all inclusive fee of 50-100% of the first month's full rent.

Property Set-up

- **Rent Market Analysis**
- **Detailed move-in property condition report with photos**
- **Rent ready inspection**

Leasing/Tenant Screening

- **All tenant correspondence**
- **Personally meet prospective tenants and walk them through the property**
- **Thorough screening of tenant application (credit, criminal and eviction history)**
- **Collect security deposits**
- **Draft and execute lease agreements**
- **Ensures utilities are paid by tenant if required**
- **Ensures tenant has appropriate insurance**
- **Set-up and process tenant move-in documents**

Advertising \$0 (unless advertising with the Great Falls Tribune then cost of ad applies)

- **Leasing sign (placed on property)**
- **Bosley Properties website**
- **Craigslist, AppFolio web distributions, AHRN (military housing)**

Management

- **Mileage is included in fee unless property is outside of Great Falls**
- **Prepare owner packet, including but not limited to the lease agreement, move-in condition report, & monies due (security deposit/rent)**