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Dear Prospective Client,

Thank you for your interest in our Property Management services. Enclosed you will find a copy of our management package which will provide you with information about our company and the services we offer.

Century 21 Commander Realty Property Management has been the leader in managing residential real estate for over 25 years. We currently manage a portfolio valued at **Forty-Three Million Dollars**, with over 350 properties located throughout Bay County. Our complete scope of management services are provided to you for a 10% monthly management fee, with no hidden costs.

Our licensed Property Managers are experienced real estate professionals who realize your property is a valuable investment. We strive to help you maximize your cash flow, while minimizing your vacancy period. To help you succeed we are committed to these goals:

- Maximize Your Cash Flow: We are committed to maximizing your income by obtaining the maximum amount of rent for your home that market conditions will bear.
- Minimize the Vacancy Period: We are committed to minimizing the time your rental is not generating income by designing and executing a targeted marketing plan to rent your property as quickly as possible.
- Protect Your Investment: We conduct property inspections to ensure your property is being maintained and thoroughly screen all prospective tenants.
- Do the Work for You: We stay committed to handling everything for you so you can spend your time doing more important things!

Please review our management package and call us if you have any questions or concerns. We look forward to working with you in the near future.

Sincerely,

Century 21 Commander Realty Property Management

Visit us on the web at [www.c21commander.com](http://www.c21commander.com)

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*“We Manage...to Make You Money”*

## PROPERTY MANAGEMENT SERVICES WE PROVIDE 2

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### PROPERTY MANAGEMENT SERVICES

Each one of our licensed Property Managers is committed to fulfilling all of your property management needs. If there is a service you are particularly interested in, but do not see it below please call us and we would be happy to work with you.

#### Prepare Your Property to be Rented

- Your Property Manager will meet with you to evaluate your property and make recommendations on how to obtain the optimal monthly rental amount.
- Your Property Manager will help coordinate the completion of any maintenance or repairs with our licensed vendors to ensure all prep work is completed.

#### Targeted Marketing Program

- Your property will be listed on [www.c21commander.com](http://www.c21commander.com), [www.AHRN.com](http://www.AHRN.com), [www.panamacitymls.com](http://www.panamacitymls.com), and [www.epropertiesites.com](http://www.epropertiesites.com) and all of its partner sites. In addition to the web site listings, your property will be advertised in the local Sunday paper as well as a listing sign placed in your yard.

#### Thorough Screening of Applicants

- Your Property Manager will thoroughly review each prospective tenant's rental history, credit history, and criminal background.
- Your Property Manager will verify your new tenant's current employment and stated income.
- Your Property Manager will discuss the results of the screening with you to help you decide if this tenant meets your expectations.



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## PROPERTY MANAGEMENT SERVICES WE PROVIDE 3

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### PROPERTY MANAGEMENT SERVICES

Each of our licensed Property Managers are committed to fulfilling all of your property management needs. If there is a service you are particularly interested in, but do not see it below please call us and we would be happy to work with you.

#### Coordinate Move-In of New Tenant

- Your Property Manager will collect the security deposit and first month's rent in the form of a personal check, cashiers check, or money order.
- Your Property Manager will prepare the lease agreement, specific to your property, in accordance to Florida Real Estate Law.
- Your Property Manager will conduct a Move-In inspection with the tenant to confirm the property's condition prior to your new tenant's move-in.
- Your Property Manager will instruct your tenant of all terms of the lease, including timely rental payments and required property maintenance.

#### Prompt Rental Receipt Collections and Disbursements

- Your Property Manager will collect your rental income from your tenant at the beginning of each month.
- Your Property Manager will serve three day notices to "Pay or Vacate" if rent has not been paid by the fifth day of each month.
- If you choose, your Property Manager will coordinate the start of unlawful detainer action to evict your tenant in the event the rent is not paid.
- Your Property Manager will deposit, mail to you, or mail to your mortgage company your monthly check, along with your monthly statement on the tenth day of each month. If the tenth falls on a weekend, your check will be disbursed the Friday before.



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## PROPERTY MANAGEMENT SERVICES WE PROVIDE 4

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### PROPERTY MANAGEMENT SERVICES

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#### Payment of Your Monthly Expenses

- Your Property Manager will pay and then bill you for all reoccurring monthly expenses on your behalf such as:
  - Mortgage
  - Lawn Care
  - Pool Services
  - Utilities
  - Required Repairs
- In the event any maintenance is required on your property, your Property Manager will make sure all vendors receive their payment, before your check is disbursed.

#### Detailed Monthly Accounting Reports

- Your Property Manager will provide you with CPA-ready monthly itemized statements showing income and expenses related to your property.
- Your Property Manager will provide you with a CPA-ready year-end accounting summary of your account and 1099s.

#### Complete Property Maintenance Services

- Your Property Manager will provide your tenant with 24-hour emergency repair services.
- We minimize the cost of repairs and maintenance using our extensive network of contractors, vendors, and handymen.



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