



GATEWAY TO HOMES, INC.
3326 W. Saginaw
Lansing MI 48917
(517) 321-6373

Thank you for your interest in our Property Management Agreement. We have enclosed a copy of this agreement for your review. After you have had an opportunity to review it, please feel free to call us if you have any questions.

Gateway To Homes, Inc. has been in the business of managing properties for over 25 years. Over the years, we have managed thousands of multi-family units and countless single-family homes. Our clients are both out-of-state owners and local lenders.

Once you have signed the Property Management Agreement and send it back to our office, a fully executed copy of this agreement, signed by the Broker, will be sent to you.

Thank you and we look forward to our mutual business relationship.

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Many people ask, What do you do to earn your management fee?

First of all, we care about you as an owner and we care about the rental property. We always act in the best interest of the owner.

We are dependable! We are professional property managers and we want to protect your investment. The AGENTS IN THE RENTAL DEPARTMENT do not list or sell any of the rental properties, so would not have a conflict of interest. All of our experience and efforts are directed to the management process. When and if the time came that you did decide to sell, then you could select a sales agent from our office of your choice.

We are flexible and responsive to the needs of the owner. If you want a year round tenant or a short-term tenant, we will tailor our rental techniques to your wants and needs.

Our management fees are very competitive, we only charge (10%) of the collected rents. If the property is vacant, we both lose - you do not get paid and we do not get paid. You will find we care for your property as we would if it were our property. This means keeping up the property's appearance and resale value.

Although we do not confine our activities to the rental market, Gateway To Homes, Inc. has a good size database to assist us in finding tenants or purchasers for your property.

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LANDLORD INFORMATION

1. We will inspect your property and advise you as to the best rental rate you should receive for your investment.
2. As an owner's guideline, we will provide a recommended list of items we feel would be necessary for your rental unit.
3. Our professional staff of leasing agents will do their utmost to find a suitable tenant for you and keep your unit rented.
4. If general cleaning or carpet cleaning is necessary, we will arrange for it to be done by qualified professionals.
5. If any problems arise while your property is rented: mechanical, electrical, plumbing, etc., we will arrange for the repair, with your approval, of course.
6. With your approval, we can arrange exterior and interior painting.
7. We can also arrange for landscaping services, as needed.
8. Gateway To Homes will collect your rent and forward it to you. Rent checks are processed and sent to Owners around the 15th of every month.
9. At the conclusion of the lease period, and when the tenants have vacated, we will inspect the unit. At that time, we look for any damage that may have been caused by the tenant and use the funds collected from the tenant's security deposit to make the necessary repairs, if needed.
10. Gateway does all the necessary paperwork relating to leases: authorizations, condominium notifications, etc.

For further assistance - please call and talk to one of our agents.
We are a large rental agency in this area and our staff manages hundreds of units. We look forward to satisfying your particular needs.

