



Sedona Rentals & Property Management, Inc.

Lynne Ordean
Broker

Gregory C. Luckey
Associate Broker

PROPERTY MANAGEMENT SERVICES AND PRICING PACKET

**LONG-TERM, UNFURNISHED RESIDENTIAL RENTALS,
REAL ESTATE SALES AND LISTINGS**

OFFICE

1487 W. State Route 89A, Suite #9
Sedona

Main office is located on the corner
of 89A and Birch, West Sedona

OFFICE

707 E. Mingus Ave. #602
Cottonwood

Cottonwood office is located on
Mingus across from the Post Office

MAILING

P.O. Box 1501
Sedona, AZ 86339

PHONE: (928) 282-7109
FAX: (928) 282-2254

MAILING

P.O. Box 3717
Cottonwood, AZ 86326

PHONE: (928) 639-3717
FAX: (928) 639-3070

info@sedonarentals.com • www.sedonarentals.com






Property Management Services

Sedona Rentals & Property Management, Inc., is an independently owned and operated firm specializing in professional property management and real estate sales & listing services. The office is brokered by Lynne Ordean, owned by Gregory Luckey and Lynne Ordean and operated under the jurisdiction of the Arizona Department of Real Estate. Our property management services include:

- PROPERTY ADVERTISING AND PROMOTION: WE ARE REALTORS® AND MEMBERS OF THE SEDONA VERDE VALLEY ASSOCIATION OF REALTORS®, WHICH MEANS YOUR PROPERTY WILL BE ADVERTISED IN THE MULTIPLE LISTING SERVICE, ON OUR WEB SITE WITH PHOTOS AND IN THE LOCAL PAPER.
- TENANT SCREENING: CREDIT REPORT WITH FICO SCORE AND FULL BACKGROUND INVESTIGATION INCLUDING CONVICTIONS, EVICTIONS, SEX OFFENDER, CURRENT & PAST RENTAL HISTORY & EMPLOYMENT VERIFICATION, ETC.
- DIRECT DEPOSIT FOR OUR OWNERS AND ONLINE RENTAL PAYMENT OPTION FOR OUR TENANTS.
- 24/7 EMERGENCY “ON-CALL” STATUS
- RENT COLLECTIONS AND PROCESSING.
- PERIODIC INSPECTIONS.
- MONTHLY STATEMENTS EMAILED AND YEAR-END STATEMENTS WITH 1099 “HARD MAILED”.
- MAINTENANCE AND REPAIRS HANDLED PROMPTLY.
- LEASE ENFORCEMENT.

We have over 25 years experience in dealing with your investment property and tenant situations. We strive to maximize the owner’s income while minimizing the problems that can be associated with rental property ownership.

Our office can effectively manage your residential or commercial income property. Standard procedures are in place to handle both routine items and those emergency situations that come up at less than convenient hours! We know how to effectively deal with problem tenants and tenant’s problems, assuring your peace of mind. Kathryn Lynne Ordean, as Broker, is listed on the Arizona Department of Real Estate’s “Audit Honor Roll” as a Broker in Substantive Compliance.





Property Management Options & Pricing:

Full Property Management:

For Sedona office

1-time acct. set up fee \$200.00 plus monthly commission on collected rents of 12%.

For Cottonwood office

1-time acct. set up fee \$200.00 plus monthly commission on collected rents of 10%.

There is a \$5.00 per month administration fee on vacant or occupied properties. No additional charges, no leasing fees in between tenants and no cancellation charge.

Owners will receive an ACH direct deposit and electronic statements by the 15th of each month (barring complications on the part of the tenant). At year-end, full year to date statements will be issued with the 1099 misc. Please note that the property management commissions are included as an expense against your property's income.

If you have a mortgage payment due on the property, we recommend all owners to be **one-month ahead** on their payment to avoid any late fees in the event of a vacancy or late rent payment. Our rents are due on the 1st of the month, late after the 5th so we will need ample time to process your payment. Sedona Rentals is not responsible for any late fees associated with your loan payment.

Lease-Only Services:

Our "Lease-Only Services" may be perfect for those owners who live locally and wish to handle the day-to-day management of their property, but need help in locating a qualified tenant. This includes all of the showings, advertising, tenant verifications and lease paperwork as in full property management. We then collect full deposits and rents, payable to the owner, and prepare the rental agreement.

Upon completion of the above, we turn the file over to the owner, who handles the rental property personally. The fee for this service is a flat rate of one half of one month's rent or \$750.00, whichever is greater. There is a set up fee of \$200.00 due at signing and the remaining is due when we secure a qualified tenant that is approved by you.

Please be advised that under this agreement, Sedona Rentals is not responsible for future problems or complications between the owner and tenant. Owners and tenants are advised to obtain a copy of the Arizona Landlord/Tenant Act to be aware of their responsibilities.

All management or lease-only services are subject to Agent's evaluation of the subject property.





Sedona Rentals
& Property Management, Inc.

©2013 Sedona Rentals & Property Management, INC
P.O. Box 1501 • Sedona, AZ 86339