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_____ Leasing Fee: 1/2 of the first month's rent to market the property, find a tenant, do all background, credit checks and complete the signing of the lease. The leasing fee is taken out of the first month's rent. We pay a finder's fee to agents who bring us a qualified tenant. If the property is already rented or occupied, this fee will not apply.

_____ Monthly Management Fee: The management fee is located on page six (6) of the Residential Leasing and Property Management Agreement. Bridgeman Property Management LLC does not charge management fees on vacant properties.

_____ Reserves: We will maintain a \$400 maintenance account on your behalf. This money will be maintained in a reserve account for expenses that can occur during the lease. We will not spend more than \$400 per our agreement without first contacting the property owner first unless the maintenance is deemed an emergency repair at which the property management company may have repair completed without regard to cost. Maintenance Reserve must be paid upon signed Management Agreement and prior to marketing of the property. Payment is made through the Owners Portal.

_____ Initial Re-key - Texas State Law requires re-keying of rental properties to be completed by a licensed locksmith and mandates certain locks and security features as key-less deadbolts, peepholes and inspection of fire alarms.

_____ Payments & Statements: After collecting the rent, funds must settle in the bank. This can take up to three business days. We will then begin to process owner payments for those funds that have been settled. Owners Statements are sent out on the 8th of each month. Your funds should be deposited to your account three business days after submitted owner draw. This is dependent on the banking institution's business days.

_____ Misc. Expenses: Re-keying the home, providing the proper security devices and inspection of all smoke alarms will be completed for each new tenant. Carpet Cleaning and home cleaning may also apply.

_____ Asset Protection Assessments: \$75 – Covers documented report with pictures of interior and exterior of property. These assessments can be done on a six month rotation of tenancy or the 3rd and 9th month of tenancy.

We would like to thank you in advance for considering Bridgeman Property Management, LLC to manage your home.