



Sundial Real Estate
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Services Included in the Management Fee

- Collection on income
- Completing paperwork for government rental assistance
- Completing paperwork for private rental assistance
- Completing paperwork for short-term rental assistance
- Lease Renewals
- Pre-qualifying prospective residents
- Supervision of vacant unit turn-keys
- Employee Management
 - Maintenance of payroll records and reporting
 - Hiring, Dismissing, Managing on-site employees
- Development and Implementation of Marketing Plans
- Office Administration
- Initial walk-thru, pictures, and assessments
- New office set-up, computer set-up
- Tenant Records
- Move-in, legal forms, HOA move in forms
- Filing on Evictions, non-pays
- Handling lock-outs with the constable
- Manage HOA violations
- Vendor Management
 - Completing vendor contracts
 - Review of new vendors
 - Filing vendor 1099's
 - Collecting W-9's
 - Receive, Manage, and Negotiate Bids
- Grounds, Building, and Equipment Management
- Bad Debt Management
- Resident Renewal Programs
- Complete Resident Maintenance Requests
- City, Insurance, Mortgage Inspections
- Applications for sales tax licenses, & renewals
- Registering properties with Maricopa County
- Payment of Mortgages, RE Taxes, City Sales Tax
- Monthly Management Reporting
- Inspections: Property Safety, Interior/Exterior, Secret Shopper
- Marketing Surveys
- Computer Audits

Services Not Included in the Management Fee

(Majority of these expenses only affect multi-family units)

- Office Supplies and Equipment (including computer, printer, copier, etc.)
- The cost of checks (\$110), envelopes
- Property promotional fliers, brochures, and property plans.
- Advertising for site personnel and pre-employment drug test
- Motivational Activities, birthday parties, Christmas parties
- Educational Seminars relating to the employees scope of work
- The Cost of the Employers contribution to employees health insurance
- Payroll fees & wages for on-site personnel
- Post placement for signage
- Listings on MLS offering commissions
- The cost of maintenance, repairs, vendors & supplies
- Bank fees: Stop payment checks \$30, NSF checks \$6
- Postage, overnight packages, certified mail
- Credit checks \$9.50 each
- Cost of Eviction
- Realtor, and apartment locators
- \$10 fee for Arizona Rental Registration per Maricopa County Assessor