

# Managing Your Investment



**Auben Realty** is a full-service real estate investment firm specializing in property management, project management and investment property sales. Our mission is to make our investors, ourselves and our communities richer, one home at a time.

We believe in matching quality residents with a home that best suits their needs and we strive for long-term tenancy with minimum turnover. It reduces cost and offers a higher return on your investment.

## HOW WE DO IT

- Local market expertise
- Leveraging the latest technologies for property management
- In-house maintenance staff
- Strategic business relationships to reduce expenses
- Knowledge of the latest landlord-tenant laws, protecting you and your investments
- 24-hour maintenance call center, responding to emergency maintenance requests
- Performance tracking and marketing analysis software

## THE AUBEN DIFFERENCE

- Whose management team has renovated and leased over 10,000 doors in under 10 years.
- To sell over a thousand single-family investment properties in the past three years.
- To be recognized by INC 5000 as one of the fastest growing small businesses in the country.



---

Augusta | P: (706) 305-1551

Columbia | P: (803) 339-1024

Chattanooga | P: (423) 454-1413

Charleston | P: (706) 627-0975

# Full-Service Management

If you would like to do no more than collect a rent check each month and would prefer to have our team act as a liaison between you and your tenant, this is the option for you. In addition to securing a quality resident, we will also handle all of the day-to-day property management operations including, but not limited to:

## Marketing & Advertising

We will place professional signage in your yard and will list your home on a variety of websites, including but not limited to:

- AubenRealty.com
- Trulia.com
- Local MLS
- Postlets.com
- Realtor.com
- Homes.mil
- Zillow.com
- Hotpads.com

## Showing Your Property

We schedule and maintain records of all showings through an online service. We utilize their call center, which gives prospects access to speak with someone beyond our normal office hours.

## Resident Screening

We thoroughly screen all prospective residents to ensure we match you with the most qualified renters. Our in-depth resident screening process entails:

- Reviewing credit reports
- Performing a criminal background check
- Conducting a nationwide eviction history search
- Verifying that the applicant's income is steady & sufficient
- Confirming rental history by contacting current & previous landlords

## Collection of Initial Funds

Once an applicant is approved for your home, we will collect a reservation fee from the future resident to secure the property until their move-in date. On the day of move-in, we will collect the first month's rent (and pet fees, if applicable).



## Performing a Move-In Inspection

Prior to the approved resident's move-in date, we will perform a move-in inspection with a detailed report for your records.

## Lease Signing

Before releasing keys to your property, we will sign the lease agreement and all accompanying documents with your resident.

## Post-Lease Signing

Once the lease agreement is signed and the resident's funds have posted to our bank account, we will send you a copy of the lease for your records and will disburse payment of the security deposit and first month's rent payment, less all applicable fees.

## Additional full-service management duties performed by our team include:

- Collecting monthly rent & record keeping
- Providing detailed monthly owner statements
- Responding to maintenance requests & coordinating repairs
- Paying vendors & contractors for services provided
- Monitoring your property's performance & maintenance expenses
- Providing a 24-hour emergency answering service
- Maintaining resident relationships & resolving disputes
- Negotiating & enforcing terms of the rental agreement
- Handling lease renewals & rent increases
- Processing and overseeing evictions when necessary
- Turning delinquent accounts over to collections
- Acting as authorized agent on behalf of owner
- Increasing resident retention & decreasing turnover rate
- Preparing the property for a new resident after lease expiration
- Providing year-end operating statements for tax purposes
- Scheduling periodic home inspections
- Working with a team who is focused on building your portfolio and will help with resources & strategy



## FEE SCHEDULE

### for Full-Service Property Management Services

- **Tenant Procurement Fee**  
50% of 1st month's rent
- **Tenant Takeover/Set-up Fee**  
\$150 (when resident is already in place at time of takeover)
- **Monthly Management Fee**  
10% \*Ask about our Tiered Based Management Fee Program\*
- **Tenant Late Fees**  
50% of the total collected, (10% of base rent, charged after the 5th of the month)
- **Pet Fee to Owner**  
\$250/first pet and \$100/additional pet (max. 3) non-refundable paid to the owner upon lease signing.
- **Pet Rent**  
\$25 (monthly)/first pet and \$10 (monthly)/additional pet (max. 3)
- **Lease Renewal Fees**  
\$250 per year, at time of renewal
- **Repair/Maintenance Fee**  
\$65\*/hr. for internal hire (hourly rate may be dependent upon market) or 10% per invoice for third-party vendor hire
- **Utility Management**  
Aublen offers a utility management program. Cost to be associated with utility management to be provided in separate documentation.
- **Internal Maintenance Fee**  
\$65/hr. or 10% invoice for third-party vendor hire
- **Marketing Fee**  
A marketing fee is charged upon the listing of a new property. The cost of the fee includes marketing photos, our self-showing lockbox software system, and third party marketing site fees, \$125 per property

## FEE SCHEDULE (CONTINUED)

### for Full-Service Property Management Services

- **Electronic Service Fee**

An e-service fee is charged once per year in the month of January. This covers the cost of maintaining your records and issuing accounting reports. If the home leaves management prior to January of any given year, the fee will be charged and due upon or before the management agreement ends. \$75 per entity, per year

- **Periodic Inspection Fee/Annual Inspection Fee**

Periodic inspections are completed on a by request only basis. Inspections may be performed with software selected by Auben Realty. The inspection may also be performed by our inspector, maintenance technician, or resident(s) as determined by Auben Realty. Auben Realty reserves the right to approve or deny inspection requests by a resident(s) or owner(s). \$99 per report, per property

# Full-Service Management

Auben Realty proudly offers additional services to meet investors' needs from sales and acquisitions to project management.

## ● Brokerage and Agent Services

The Auben Realty sales team has more than a decade of experience working with investors, and has facilitated thousands of investment property transactions. Our team of agents and analysts can assist you in finding and purchasing income-producing properties.

## ● Project Management Services

Auben offers the ability for an owner to be completely hands-off of the renovation process and know that they are going to get the highest-quality renovations for the most competitive price, completed in a timely manner.

*Contact our sales or project management departments for more information.*

---

**"Unlike other property management companies, we focus on our investors' needs and growing their portfolios."**





---

909 Walker Street, Augusta, GA 30901

78 Sycamore Street, Charleston, SC 29407

3918 Dayton Blvd Suite B, Chattanooga, TN

1101 Belleview Street, Suite 104, Columbia, SC 29201

P: (706) 305-1551

P: (706) 627-0975

P: (423) 454-1413

P: (803) 339-1024