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[www.tandcmanagement.com](http://www.tandcmanagement.com)

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## SERVICES, FEES & DISCLOSURE FORM

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### PLACEMENT ONLY SERVICES

- Advertising; yard signs, Realtors' notices, yellow pages, newspapers, and web site
  - Answer all telephone inquiries and set appointments for showing.
  - Screen rental prospects through Credit Bureau, reference checks, etc.
  - Furnish proper legal rental forms.
  - Prepare correct lease paperwork.
  - Collect move-in money.
  - Fees: One-half (50%) of one month's rent + Gross Receipts Tax.
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### FULL MANAGEMENT SERVICES

- Coordinate tenant occupancy – conduct move-in inspection.
  - Make rent collections.
  - Handle all tenant communications.
  - Arrange for landlord obligated repairs.
  - Furnish computerized statement to Owner with itemized list of all income and expenses.
  - Negotiation of rent and lease renewals.
  - Periodic inspection of property.
  - Fees: Ten Percent (10%) of monthly rent collected for single units plus gross receipts tax. Fees negotiated for multiple units.
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### LICENSEE BASIC DUTIES

1) Honesty and reasonable care; 2) Compliance with all Fair Housing and anti-discrimination laws, NM Real Estate License Law, NM Uniform Owner Resident Relations Act and all other applicable local, state, and federal laws and regulations; 3) Performance of any and all oral or written agreements made with clients and customers; 4) Assist clients and customers in completing and complying with the terms and conditions of the contract, the Agency will negotiate all offers and counter offers on behalf of the client; 5) agency acknowledges there may be matters outside Agency's knowledge or expertise and suggest that the client or customer seek expert advise on those matters; 6) Prompt accounting for all monies and property received; 7) Agency will have Brokerage Relationship with the client and will notify the customer of the Brokerage Relationship; 8) Disclosure of any adverse material facts actually known about the property or the financial ability of the parties to complete the transaction; 9) Maintain confidential information except with client consent or required by law; 10) Agency does not engage in any transaction regarding the buying or selling of property.

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Property Owner

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Property Address

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Date