



---

Thank you for giving **Smythe and Associates Realty, LLC** the opportunity to provide you information about our professional property management services. **Smythe and Associates Realty, LLC** is a dedicated property management organization and has a full range of Real Estate Services. Below is a list of our basic services.

**Basic Services Include:**

1. Screen all potential tenants for evictions, criminal history, and credit. Verify the accuracy of tenant application by verifying former landlord and current employer.
2. Collect and ensure all rent payments are received and handle all collection of late payments through our completely integrated platform. Tenants are allowed a 3 day grace period before further action is taken to ensure you receive your rent payments.
3. Prepare easy to read monthly statements for each homeowner available for online viewing, via email or US mail. This statement contains all invoices paid on any repairs. Invoices are never “marked up”
4. Owner payouts available electronically, via bank deposit or US mail after receiving rent due and funds clearing the bank.
5. Ensure all repairs are completed on the property prior, during and after tenant lease ends.
6. Exterior inspection done to ensure the upkeep and appearance of the exterior of the property.
7. Conduct, at NO charge a six month interior inspection of the property to ensure it is being kept in good condition and provide you with a detailed report of the results.
8. Advertising services for your property through rentals.com, craigslist, local area papers and their partnership with twitter, google base, and the MLS (Multiple Listing Service).
9. Search Engine Optimization (SEO) & Marketing (SEM) to maximize your property’s online presence.
10. 24 hour emergency number and tenant portal for tenant services.
11. Photograph your home for marketing and archive for future reference

**Fees Include:** Call today for more information. 813-605-0649 or 813-309-2238

**SPECIAL OFFER - 25% off lease fee / ONLY 8% monthly management fee.**

Leasing fee equal 100% of first month’s rent or \$700.00, whichever is greater. Flat rate of 10% of rent payment received each month. In cases where there is extensive work to be completed on the property to prepare it for tenancy a deposit of the estimate on the repairs is required. A \$200.00 balance is maintained in escrow in your owner’s account (after a tenant is secured) for any unexpected repairs. You will be contacted on any repairs that go outside this escrow balance unless it is an emergency situation. ***There are no other fees!!***

---

**Smythe and Associates Realty, LLC**  
**5121 Ehrlich Rd. #104-B, Tampa, Florida 33624**  
**office 813-605-0649 ♦ fax 813-605-0651**