



Tenant Placement/ Finders' Fee

Fill Rental Unit 1 Year Lease

Clarke Property Management

207-591-0365

Fill Apartment unit with suitable candidate, within 1 month and for finders' fee equal to 1 months' rent	Benefits
<p>Filling the unit can/ will include:</p> <ul style="list-style-type: none"> • Take photos of unit • Offer advice in terms of pricing unit to make you the most money • Create and publish ads on sites like Craigslist, Zillow, Apartments.com, FB marketplace and our own site SouthernMaineRents.com (that link to our applications system) • Clearly advertise what utilities, furnishings or services come with the rental • Provide contact info so that all interested calls and emails are responded to in a timely manner • Respond to all ads through email and phone • Set up and execute showings • Process rental applications, run credit reports, employment verification if needed • Weed out unsuitable candidates or people who may not be the right fit for the particular property • Provide owner with tenant options (a narrowed-down list of best applicants for owner to select from) • Collect security deposit (to be held by Clarke or to be transferred directly to the owner) • Collect pet deposit if relevant and monthly pet rent based on number of and size of pets • Create lease agreement document with the owner's name/ landlord name and get all documents signed • Cater lease agreement to include property-specific features and/ or specific systems • Turn over relevant copies to the owner and renter for their records • Communicate to tenants how to pay their rent monthly and how to report emergency and non-emergency maintenance issues • Complete property walk- through with tenant to note condition of unit prior to move- in and note any fuel levels 	<p>We have 10+ years experience with filling our own and managed rental units</p> <p>Many potential tenants want to work with a company that is established, has a website, and may be less likely to rent from a single private owner (not all potential tenants but most young apartment- seekers desire electronic apps and payment systems)</p> <p>We have systems in place including: online application + payment system; existing account with company to do credit/ background checks – setting up these accounts as an individual can be done but it less cost- effective and less efficient</p> <p>We have existing templates for lease agreements and multiple methods to accept a payment on your behalf</p> <p>We are able to effectively and lawfully communicate the terms of lease agreements such as: pets, utilities, laundry parking, roommates, etc.</p> <p>We follow all relevant city or neighborhood laws related to the application process, send all applicants their credit report and all applicants hear back either way</p> <p>Property Owner has ultimate say in selection of tenants with our feedback and recommendations</p>