



Our Services Provided	Leasing Plan 7% of Gross Lease	Summit Plan \$75 per Month	Paramount Plan \$125.00 Per Month
Inspect Property-features and condition	✓	✓	✓
Evaluate for rental rate and Marketing Strategy	✓	✓	✓
Discuss Pets, Pool and Lease Terms Policies	✓	✓	✓
High Resolution Marketing Photos	✓	✓	✓
Manage repairs and upgrades to present property in right marketing condition.	✓	✓	✓
Install FOR RENT Sign and access Lockbox	✓	✓	✓
100+ Online sites such as Zillow, Trulia, Hotpads, Realtor.com, and MLS, etc.	✓	✓	✓
Rental listing search on Paramount website.	✓	✓	✓
Show property and answer all prospective tenant questions and applications	✓	✓	✓
Tenant screening-Credit, Legal and Eviction History, Landlord verification, Employment and Income verification, and Criminal background..	✓	✓	✓
Comply with Fair Housing Laws	✓	✓	✓
Sign Lease Agreement and all documents and Addenda	✓	✓	✓
Conduct detailed Move In Orientation and Instructions with Tenant	✓	✓	✓
Receive Move In Funds including Security Deposit and 1st Months Rent	✓	✓	✓
Provide tenant access to property, keys,remotes and Mail keys	✓	✓	✓
Provide Move Inspection and Condition Report	✓	✓	✓
Monthly Invoicing of Tenant Rent Statement and Ledger	✓	✓	✓
Collecting Monthly Rents	✓	✓	✓
Collect Monthly City Sales Tax due	✓	✓	✓
5 Day Legal Notice for Late Rents or Charges	✓	✓	✓
Collecting and Enforcing Late Fees and Tenant Reimbursements	✓	✓	✓
Filing Legal Notices to Tenant for Rent Non-payment or Breach of Lease	✓	✓	✓
Representing Owner in Court for Eviction	✓	✓	✓
Eviction and rekeying with Constable or County Law Enforcement Officer	✓	✓	✓
Conduct Move Out Inspection and Document with Photos	✓	✓	✓
Security Deposit Disposition and Refund- tenant accountability for damages	✓	✓	✓
Perform Periodic Scheduled Inspections	✓	✓	✓
Provide Owner with Monthly Financial Statement and supportive documents	✓	✓	✓
City Sales Taxes and reports to ADOR or Local City as required.	✓	✓	✓
Maintain and archive all invoicing, receipts, ledgers and statements.	✓	✓	✓
Provide year end statement of annual financial activity	✓	✓	✓
Provide IRS 1099 income report and filing.	✓	✓	✓
Provide and oversee network of licensed vendors	✓	✓	✓
Field tenant calls for repairs and maintenance	✓	✓	✓
Charge tenants for tenant responsible repairs or damages	✓	✓	✓
Estimates for repairs and owner authorizations for repairs above owner limits.	✓	✓	✓
Tenant Lease compliance taking care of property, landscaping and/or pool.	✓	✓	✓
Maintain after hour, weekends and holidays emergency access hot-line	✓	✓	✓
Direct Deposit of Rent Funds to Owners Account	✓	✓	✓
Owner Web Access 24/7- Full Account access of reports, inspections, photos and invoices	✓	✓	✓
HOA Compliance coordination and tenant violation enforcement	✓	✓	✓
2 Annual Property Inspections including photos and written report	✓	✓	✓
Eviction Legal Services Pre-Paid	✓	✓	✓
12 Month Tenant Lease Guarantee	✓	✓	✓
Annual Property Performance Report- Valuation and Property Condition	✓	✓	✓

* This is not an entire and complete list of the services provided or offered.

** Some of the above services are subject to conditions and terms as provide and disclosed in the PMA.

*** Property Owners with larger Portfolios may have special terms, fees and conditions.

**** Multi-Family Property Rates and services are rated and charged individually.

Paramount Provides our Clients with other specialty Services at very affordable rates which can be purchased individually, such as:	
Tenant Eviction Services- <i>Attorney and Court Fee are extra and vary by the individual situation</i>	\$200.00
Tenant Qualifying and Vetting Services	\$150.00
Property Inspection Services	\$95.00