



P.O. Box 100
Aynor, SC 29511
Tel: 860-302-2094
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www.narrowgatemgmt.com

NARROW GATE MANAGEMENT LLC

SERVICES AND FEES SUMMARY

At Narrow Gate Management our mission is to provide our clients with outstanding and comprehensive management services for their investment properties in a way that truly provides value and enhances both the properties being managed and the owner's quality of life. We are a full service property management company serving northeast South Carolina including locations throughout the Grand Strand, and in rural Horry and Marion Counties.

OUR SERVICES

Property Maintenance and Inspection Services

Our team is willing and able to handle all maintenance, repair, and inspection needs that your properties may have, including handling tenant inquiries and reports 24 hours a day 7 days a week, and responding in a way that you can rest easy knowing your property is being well cared for. Narrow Gate maintains a referral network second to none in the area of tradesmen and professional contractors that stand ready to help us help you get and keep your property in top condition.

Marketing

For our full-service clients, tenant acquisition and vetting is one of our core service offerings. Ensuring that your property is fully rented at all times by upstanding and qualified tenants is the first step to ensuring that your property is a profitable investment for years to come.

For any properties or units that become vacant, Narrow Gate provides the following types of marketing and screening services:

- Narrow Gate yard sign on the property advertising vacancy
- Internet marketing campaign including local, national, and international websites
- Print advertising in local publications, including The Sun News
- Realtor Campaigns – your property will be marketed through the premier realtors in the Grand Strand!
- Proactive market based evaluation of rental rates to maximize returns
- Use our proven and tested application forms and process
- Automate the background and credit check process

Leasing

- Gain access to our vetted and proven lease documents with best practices and language customization for different types of properties, have lease documents custom drafted to your needs combining our experience with your preferences
- Negotiation, execution, and enforcement of lease terms and provisions and community rules
- Supervise move-ins, move-outs, and if necessary, evictions and collection



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Accounting and Administration

- Collect all rents, pay expenses, and distribute net income – turn key service, simply get a check at the end of the month!
- Provide detailed, itemized listings of all monthly rents, delinquencies, and expense
Document retention services to assist with tax filings and any legal proceedings

SCHEDULE OF FEES

ALL INCLUSIVE “FULL SERVICE” FEE (unfurnished units)
*10% of Gross Monthly Rent, \$100/mo per vacant unit**
Includes all services listed above - turn-key comprehensive property management

ALL INCLUSIVE “FULL SERVICE” FEE (furnished units):
*15% of Gross Monthly Rent, \$150/mo per vacant unit**
Includes all services listed above - turn-key comprehensive property management

One Time Initial Setup Fee
\$250.00
Covers file setup, property visit and inspection, pictures, lockbox, etc...

Maintenance and Inspection Services ONLY:
Individual quotes provided based on property and lease document inspection

Marketing Services ONLY:
5% of Gross Annual Rent for First Year of Lease Term

We sincerely hope that you will consider allowing Narrow Gate to simplify and enhance your investment property returns and experience. We are also happy to consider any custom relationships.

Please inquire at info@narrowgatemgmt.com with any questions, or for custom quotes!

**Note: Actual costs of materials, labor, and service providers with regard to maintenance activities are billed separately.*