



Basic Property Management Information

Our office manages a variety of properties, both furnished and unfurnished. We manage park models, mobile homes and manufactured homes on individual lots. We also manage site-built duplexes, condos, townhomes and single-family houses.

Our management fee is 10% of the rent, and only while rented. We do not charge a fee when the property is vacant. We do not charge a set-up fee. For our management fee we advertise the property on RentInYuma.com and AHRN.com (military housing website). We have a website that is tied to RentInYuma.com, YumaConcepts.com where only our rentals appear.

When we have a prospective tenant, we take them to the property in person. We do not check out keys and let them look on their own. This gives us an opportunity to keep an eye on the property as well as get to know the preferences of the renter. If the prospective tenant is unable to see the property in person, we do our best to send photos and give them as much information as possible. This would be in the case of a Winter Visitor making arrangements in advance, or a military transfer for example. When a property is selected, we have the prospect complete a tenant application. We run a credit report and look at Arizona Public Records. Once the application is approved, we have the tenant pay the deposit to hold the property. We ask them to bring the deposit within 48 hours. If the property is unfurnished and vacant, we try to get the tenant to start paying rent within 2 weeks. The deposit we require is equal to one month's rent on unfurnished, and varies on furnished properties. If the property owner allows pets, we try to get \$250 per pet. There are some limitations based on the amount of rent and the Arizona Residential Landlord Tenant Act. (Deposits and Prepaid Rent collected up front cannot exceed 1 ½ month's rent. However, there are also some nonrefundable fees we can collect.)

Tenants are to report repairs and maintenance to Creative Concepts Realty, LLC. Our office hours are Monday through Friday 9:00 AM to 5:00 PM, and the first and last Saturday of each month 10:00 AM to 1:00 PM. They can phone our cell phones after hours in emergencies. We do like to keep a reserve of \$250 for each owner. Typically, we take that out of the first month's proceeds to the owner. We can distribute the property owner's proceeds in one of 3 ways: 1.) Mail a check to the owner, 2.) Mail the check to the owner's bank, 3.) ACH Transaction. A monthly statement is mailed to each owner. A year-end statement and 1099 are mailed to each owner in January.

We do inspections as needed. We try to keep an eye on the properties when repairs and maintenance are in order, or if the exterior indicates further inspection is needed. We usually view the properties once per year.

Please contact our office if further information is needed. Thank you for contacting Creative Concepts Realty, LLC.

11710 S. Fortuna Rd, Suite #C Yuma, Arizona 85367 Office (928) 345-3082 Fax (928) 345-3084