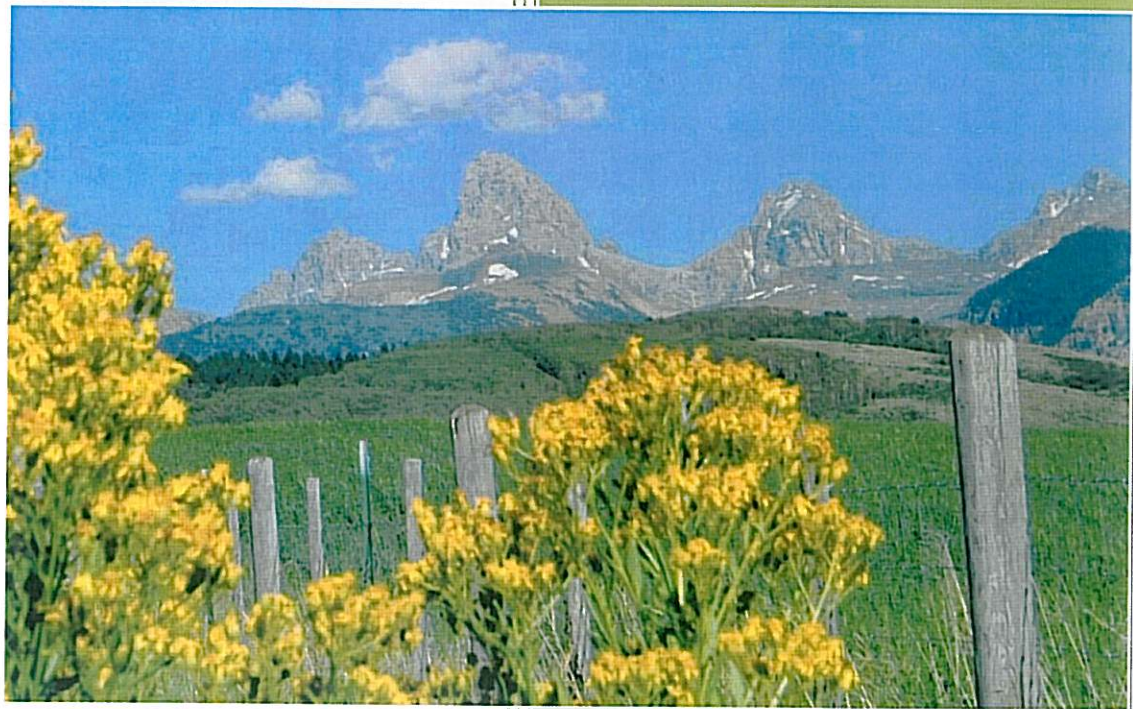




# Long Term Management Program



Tayson Rockefeller  
Teton Valley Realty Management

LONG-TERM RENTAL PROPERTY MANAGEMENT PROGRAM WHY TETON VALLEY REALTY MANAGEMENT?

We understand that your property is a valuable investment and we are committed to providing you the most professional management services available. The results for you are better qualified tenants, increased levels of comfort and tenant retention for all of our clients' properties.

Experience and knowledge of rental property management. Did you know the majority of states require property managers to be licensed Realtors? At this time, the state of Idaho does not require a property manager to be educated or licensed in any way.

- We are licensed real estate professionals and held to a higher standard of service by the Idaho Real Estate Commission.
- Because knowledge is required of fair housing, landlord and tenant laws.
- We have professionally crafted leases with related agreements and forms to minimize your exposure to liability.
- We have the relationships you need with vendors at reasonable rates to deal with emergencies in a timely manner.
- We are available to our clients and tenants to handle any situation that may come up. Customer service and communication is the key to our success.
- Real Estate is our business; we have the necessary tools to determine fair market rent and minimize vacancy to maximize your rental income.
- We lead the local industry utilizing streamlined computer software to track Tenants, Payments, Funds & Maintenance.
- Online "Owner Portals" make tracking your Tenants & Properties easier than ever.

Teton Valley Realty has been owned and operated by Mark Rockefeller since 1978 as a full service real estate company for decades. In early 2007, Teton Valley Realty Management was conceived to expand these real estate services to include residential property management.

LOCAL ALCOLADES:

"**Tayson** Rockefeller has been a valuable ally in not just responding to Bank requests, but proactively protecting the banks assets. [he] has single handedly saved several sales for this Bank, they are well connected with local brokers and vendors, and are a valuable partner in the Teton Valley market. I highly recommend Tayson to protect other banks or any remote owners' interests" ~Vice President, First Horizon National Bank

"**My** Brother and I are deeply grateful for your attention to our building. While we are both out-of-state, we maintain a peace of mind knowing that you represent us. The recent destruction to a part of the building and your unconditional approach to our property helped tremendously to preserve our relationships with the Tenants and overall value of the building. We look forward to working with you years into the future." ~Out of state commercial building Owner – Chicago, IL

**TVR MANAGEMENT'S OBJECTIVES:**

TVR Management's objectives in relation to you and your property include: Filling vacancies promptly with responsible tenants to generate rental income for you. Cultivating friendly, helpful and professional relationships with you and your tenant. Addressing problems promptly and efficiently with you and your tenant. Initiate the pre-screening and application process to evaluate responsible tenants. Keeping accurate records of rents and expenses and reporting to you monthly.

**TVR MANAGEMENT RENTAL POLICIES:**

Six months and 1 year lease commitments for qualified tenants. Proper screening of all prospective tenants age 18 and over with a credit and reference check. Criminal background checks are also available at an additional charge. Every tenant age 18 and over occupying the property will be listed on the lease. Pet(s) may be accepted at your discretion with the proper security deposit and signed pet rider in place. All properties are rented as nonsmoking. First and last months rent (move in money negotiable for outstanding applicants) along with a security deposit will be collected in certified funds prior to occupancy and held in escrow in our designated security account. Rent is paid by the 5th day of every month or it is considered late. A late charge is assessed for rent more than 5 days past due equal to the greater of \$50.00 or five percent (5%) of the amount due. A \$25.00 TVR Management fee plus \$25.00 bank fee (\$50.00 total) is charged for any bounced check. If a tenant has bounced a check, only certified funds will be accepted for rental payment. If no rental payment has been received by the 15th of the month, the tenant will be given notice to vacate the property. Efforts will be made prior to a formal eviction process to negotiate a compromise acceptable to all parties Security deposit money will be returned to tenant with proper reporting of any deductions according to Idaho tenant law within 30 days after vacating the property. Normal wear and tear cannot be deducted from the security deposit according to Idaho state law, and the tenant will be entitled to a full refund provided the property is clean and all obligations of the tenant under the lease have been paid in full.

**TVR MANAGEMENT PLAN:**

TVR Management will assess and put together a plan that will consider your objectives in relation to your rental property. In preparing the plan, TVR Management will analyze the following factors:

1. What are you looking to accomplish, how and when?
2. The regional and neighborhood market.
3. Your specific property.

**In order to prepare an effective management plan**, the following factors need to be considered by TVR Management and you in relation to your rental property: Realistic income expectations need to be established with respect to occupancy and absorption rates. Necessary maintenance and upkeep. Create a budget for unexpected repairs and anticipated expenses. All safety and building codes must be met prior to putting your property on the rental market.

The management plan will help evaluate the feasibility of your goals in relation to your rental property. TVR MANAGEMENT AGREEMENT: The TVR Management agreement creates an agency relationship between you and the property manager. The management agreement will also be used as a guide in operating the property as well as a document to be referred to in case of any future disputes. The management agreement will describe, among other things: Time period (minimum of 1 year) TVR Management's responsibilities and obligations Your responsibilities and obligations TVR Management's authority to act in your behalf Reporting requirements Management fees Allocation of costs and expenses

**TVR MANAGEMENT'S FEES & RESPONSIBILITIES:**

TVR Management charges a one-time \$100.00 administration set-up fee and an ongoing management flat fee equal to 12.5% of the gross rental receipts. This fee includes the following: Marketing of your property to attract tenants. Being available to show property to prospective tenants. Screening prospective tenants through credit checks & reference checks. Executing leases on your behalf (minimum term of 6 months unless other arrangements are made). Being the point of contact for all tenant communications. Monthly reporting of rent collection, taxes, management fees, expenses and other fees and charges, with a check mailed to you by the 15th of each month with respect to the prior month's rental receipts. At the end of the year you will receive an itemized statement for your accountant. Inspecting your property before and after the term of a lease and reporting back to you for repairs or damages to make for a smooth turnover.

**A FEW THINGS TVR MANAGEMENT WILL NEED TO GET STARTED:**

An itemized list of all furniture, appliances and equipment left at the property. The owner will need to prepare home notes for the tenants that may include things like: House rules—these may be specific instructions about how to operate a garbage disposal, smoking, local noise ordinances, peculiarities about an appliance or septic system, parking information, yard/lawn maintenance instructions, snow removal etc.... Inform your insurance company that your property will be rented. If you ever need to make a claim and have not established the property as a rental with the insurance company, insurance coverage may be denied. Ask your agent about renter liability and content insurance for furnishings and fixtures. Make sure you and your property are covered appropriately. Add TVR Management as an additional insured on your property and liability insurance. The lease agreement for long-term rentals may provide for the tenant to pay for all or some of the utilities and services. City water and sewer will remain the owner's responsibility; all other utilities can be transferred to the tenants name and monitored by TVR Management.

**TO SELL OR TO RENT, THAT IS THE QUESTION...**

With TVR Management, you can do both if your home is listed for sale with us. We can get your home rented and sold while making the transition from renter to buyer as smooth as possible. Call for details and a free market analysis of your home to explore your options. EQUAL OPPORTUNITY STATEMENT Your rental property will be shown and rented to qualified persons regardless of race, color, religion, sex, handicap, national origin, or family status and to any other class of person protected by state or federal law. Thank you for considering Teton Valley Realty Management for your rental property needs. We look forward to working with you and will strive to help you achieve your rental goals. If you have any further questions or would like to discuss any of our property management services in more detail, please do not hesitate to contact me personally at the number or email listed below. Sincerely, Tayson Rockefeller - Property Manager

Ph: (208) 354-3431 TVRManagement.com [tayson@tetonvalleyrealty.com](mailto:tayson@tetonvalleyrealty.com)

THE TETON VALLEY REALTY MANAGEMENT WEBSITE HAS FULL PICTURES AND DESCRIPTIONS OF ALL OUR AVAILABLE RENTALS:

**VISIT:** [www.TVRManagement.com](http://www.TVRManagement.com) WE HAVE AN ONGOING AD IN MOST LOCAL PAPERS

**IN ADDITION TO ALL OF THE ABOVE,** WE ALSO PROVIDE SIGNAGE AT YOUR HOME, FLYER DISTRIBUTION AT LOCAL BUSINESS LOCATIONS, A REFERRAL NETWORK OF ALL LOCAL REALTORS IN TETON VALLEY ID & JACKSON HOLE. DON'T FORGET OUR OFFICE LOCATION IN THE HEART OF DRIGGS.

**WE INVITE YOU TO VISIT US** AT 253 S. MAIN ST. DRIGGS ANYTIME! OFFICE HOURS ARE: MONDAY – FRIDAY 9AM – 5PM, SATURDAY & SUNDAY 10 – 3PM