



MidSouth Modest

Property Management

Services Offered

- Property Management Agreement
- Showing and Listing the Property
- Marketing and Advertising
- Applicant Screening & Reference Investigations
- Rental Document Preparation
- Rental Billing and Collection
- Coordination with local housing authorities
- Monthly Owner Statements
- Online Payment Services
- Walk-thru Inspections with Photos
- Lease Renewals
- Maintenance Coordination
- Tenant Insurance Policies

Service Fees

- One Time Setup Fee: \$100.
 - This covers the cost of property integration within our software and ownership reporting setup. This is a one-time fee that covers all properties from the ownership entity.
- Full-Service Property Management: 10% of gross rents
 - Includes late fees and pet rent
- Tenant Placement: 25% of 1st month's rent
- Eviction Fee: \$150 + applicable legal fees

Owner Requirements

- 3 copies of keys
 - 2 for tenant
 - 1 for office
- Certificate of Insurance kept on file or bond verification.
- Stated repair dollar amount that can be completed without notification.

Tenant Screening

- Screenings
 - MidSouth Modest Property management conducts screenings through our software, Appfolio. It generates a credit, criminal, proof of income, and eviction reporting.
- Customized requirements to suit owner preferences.

Rent Collection and Owner's Funds

- Rent is due on the 1st and is considered late by the 5th.
 - Late fees go into effect on the 5th.
 - Eviction notices are served on the 10th unless the Owner overrides.
- Payments can be made with personal check, bank check or money order, or online.
- Online payments are received and deposited directly through Appfolio.
- All money is held for 5 business day for verification of funds.
- Statements are issued monthly.

Inspections & Maintenance

- Inspections are conducted 2-4 times per year as necessary and recorded in Appfolio.
- Inspections include plumbing fixtures, HVAC units and filters, all rooms and exterior.
- MidSouth Modest works closely with vendors to coordinate any repairs including scheduling and payment.

Contact Information

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