

DENISE VIGNOE, LLC

PROJECT & PROPERTY MANAGEMENT

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PROPERTY MANAGEMENT SPECIFICATIONS:

We work to ensure that your property investment is well cared for and maintained in your absence. We take our work seriously and our stewardship and care of your property is why we do what we do. We develop good working relationships with our renters and are committed to providing exceptional service both to them and to our property owners.

- ⇒ Establish a well-maintained, safe, clean property in compliance with all city and state rental regulatory code.
- ⇒ Obtain the City of Burlington Minimum Housing Certificate of Compliance (COC) to ensure compliance. The main components for the COC include but are not limited to: Essential Maintenance Practices for lead, boiler safety inspection and tag, interconnected and hard-wired smoke-carbon detectors, fire extinguisher onsite, GFIs in kitchen and bath, and handrails. We complete the City of Burlington rental registration paperwork and the owner pays a \$100/annual rental registration fee per unit to the City.
- ⇒ Marketing and leasing – market residence, recruit and interview potential renters, obtain rental application, references, and security deposit, draft lease agreement to include method for rent payments. Facilitate move-in process.
- ⇒ Manage rental – act as an intermediary for owner, renters and service providers, to include: project work to be done, annual maintenance and repair, emergency services and weather-related problems, interface with homeowner's association, and all annual inspection and safety compliance for city and state regulatory code. Check-in with renters, field questions, and problem solve during lease period.
- ⇒ Provide monthly or quarterly financials and property maintenance records to property owner.
- ⇒ Initiate the set up of a joint account for bill pay of monthly expenses and service provider invoices.
- ⇒ Add to the master key system – owner pays the fee, approximately \$95.
- ⇒ Initiate a written contract between property owner and Denise Vignoe, LLC.

Notables

- ⇒ If the property has been a single-family residence, homeowner's insurance needs to be designated as a rental and City tax rate will change dependent on April 1st filing of homestead declaration.
- ⇒ Owner pays all vendor invoices for service work.

Fee Schedule

- ⇒ **Management and leasing** – the fee is 10% of the rental income or a \$200 monthly minimum with a lease fee of 50% of one month's rent; lease renewals for renewing tenants are \$200.
- ⇒ **Leasing only** – the fee is one month's rent.
- ⇒ **Project management fee** – the fee is 10% of the renovation, code, or improvement project.