

PROPERTY MANAGEMENT PROPOSAL

SINGLE AND MULTI-FAMILY RENTAL PORTFOLIOS

At Integrity 1st Properties, we are committed to delivering exceptional property management services throughout the Greater Kansas City area. Our local property managers oversee everything from leasing to maintenance, ensuring that your rental property remains both operational and profitable. With our hands-on approach, we take care of all aspects of property management with precision and expertise. Additionally, we leverage cutting-edge technologies to streamline communication, billing, and more- providing a hassle-free experience for property owners and tenants.



Our company is designed to achieve the 5 core pillars of your rental business:

 LEASING AND MARKETING	 OPERATIONS	 MAINTENANCE	 ACCOUNTING	 DISTRIBUTIONS
<p>We do the heavy lifting to market your property and secure a lease in place. Using the latest technology and guidelines to approve applicants through our straightforward process to sign a lease and submit payments through their tenant portals.</p> <p>Our partners:</p>   	<p>From rent collection to streamlined communication channels, we have years of real estate experience in sales and management to navigate the day-to-day tasks to keep your rental business moving forward. Tenants can contact us via phone, text message, and online chat for any lease and maintenance related questions.</p> <p>Our partners:</p>  	<p>Our team will conduct annual inspections and coordinate service requests with local, qualified vendors to address issues promptly. Residents can conveniently request maintenance services through our user-friendly online portal, ensuring timely and trackable resolution of any maintenance needs.</p> <p>Our partners:</p>  	<p>We offer comprehensive accounting solutions tailored to the needs of property owners and investors. Our team manages rent collection, handles expenses, and provides detailed financial reports on a regular basis.</p> <p>Our partners:</p>   	<p>Our goal is to get your funds as quickly and safely to you as possible. After rents have been collected and expenses deducted, owner funds are distributed on the 10th and 20th of the month. Funds are sent via eCheck, routed through the ACH network.</p> <p>Our partners:</p>  

PRICING PLANS

BASED ON UNITS

FOUNDATION

1 Unit

10% Management Fee
(*\$99 minimum*)

- ✓ Minimum Rent - \$1,000
- ✓ Leasing Fee - 50% of full month's rent (\$500 minimum)
- ✓ Renewal Fee with Annual Property Condition Report - \$295
- ✓ Maintenance Coordination Fee - 10% (\$50 minimum)
- ✓ Owner Reserve - \$250/unit
- ✓ Distributions 2X per month
- ✓ Monthly Owner Statements
- ✓ Year-end Owner Statement and 1099 reporting
- ✓ Owner Portal
- ✓ Advertising
- ✓ Full application screening and lease processing
- ✓ Electronic rent collection
- ✓ Move-in and Move-Out Property Condition Report

VISIONARY

2-4 Units

9% Management Fee
(*\$89 minimum*)

- ✓ Minimum Rent - \$750
- ✓ Leasing Fee - 50% of full month's rent (\$500 minimum)
- ✓ Renewal Fee with Annual Property Condition Report - \$295
- ✓ Maintenance Coordination Fee - 10% (\$50 minimum)
- ✓ Owner Reserve - \$250/unit
- ✓ Distributions 2X per month
- ✓ Monthly Owner Statements
- ✓ Year-end Owner Statement and 1099 reporting
- ✓ Owner Portal
- ✓ Advertising
- ✓ Full application screening and lease processing
- ✓ Electronic rent collection
- ✓ Move-in and Move-Out Property Condition Report

SUMMIT

5+ Units

8% Management Fee
(*\$79 minimum*)

- ✓ Minimum Rent - \$750
- ✓ Leasing Fee - 50% of full month's rent (\$500 minimum)
- ✓ Renewal Fee with Annual Property Condition Report - \$295
- ✓ Maintenance Coordination Fee - 10% (\$50 minimum)
- ✓ Owner Reserve - \$250/unit
- ✓ Distributions 2X per month
- ✓ Monthly Owner Statements
- ✓ Year-end Owner Statement and 1099 reporting
- ✓ Owner Portal
- ✓ Advertising
- ✓ Full application screening and lease processing
- ✓ Electronic rent collection
- ✓ Move-in and Move-Out Property Condition Report

ONBOARDING

NEXT STEPS

Once we have a signed management agreement, our team hits the ground running.



FAQS

TO SERVICES PROVIDED

Q: When are owner distributions?

A: Sent on the 10th and 20th of the month. If either of these dates falls on a weekend or holiday, payments are submitted the following business day. Distribution funds are equal to income received excluding expense deductions of management fees, vendor bills, and reserves. Distributions take 2 business days to settle in your bank account, depending on your bank.

Q: Can you send my distributions earlier or upon request?

A: No. To ensure our bookkeepers keep your books in order and accounting accurate, the day of distributions is not negotiable.

Q: I didn't receive a distribution from the 10th. Why?

A: Our goal is to send your funds as quickly and securely as possible. Common reasons for not receiving full or partial distributions run on the 10th; tenant payment has not been made or payment has not settled ACH clearing to us or expenses paid meeting or exceeding rents collected.

Q: Are you accepting new owners with Section 8 rentals?

A: No, not at this time.

Q: What are your requirements for applicants?

A: Minimum 600 TransUnion credit score, 3X income to rent ratio, at least 6+ months of verifiable employment income, no prior evictions, no felonies, no bankruptcies in the past 5 years. If an applicant meets a majority of the criteria and we have no other applications in hand, we will contact you for final owner approval or denial.

Q: What is the lease duration?

A: 1 year. If you are open to leases between 6-24 months, we can accommodate a lease within that duration. We do not manage short term-rentals or any duration under 6 mo.

FAQ CONTINUED

TO SERVICES PROVIDED

Q: Do you hold the security deposit?

A: Yes. Tenant security deposits are held in a separate, non-interest bearing bank account from operating funds. Security deposit funds are held through lease end and cannot be used for rent payment.

Q: Who does your accounting?

A: All accounting is tracked through Rentvine property management software and overseen by OJO Bookkeeping. Through our partnership with OJO, our bank accounts are 3-way reconciled each month. This ensures we remain in compliance with local laws and reduce risk in the event of an audit.

Q: When do you need approval on maintenance requests?

A: Work orders under \$250 do not require owner approval. Work orders above \$250 require owner approval.

Q: How does the 10% maintenance fee work?

A: For all maintenance bills a 10% vendor markup is charged to the owner, with a \$50 minimum. This fee is capped at \$500.

Q: Can I bring my own vendors?

A: Yes. There is a \$50 charge to the owner per vendor we schedule and coordinate with the tenant for work to be performed.

Q: What happens if a vendor bill exceeds the reserve amount or available funds?

A: We may request the owner submit an owner contribution on their Owner Portal if a vendor bill exceeds the reserve amount and/or available owner funds. We work hard to maintain working relationships with vendors, especially in emergency maintenance requests. We ask that you make contributions promptly.

Lease Renewal



Our Services



Lease Agreement
Renewal



Property Condition
Report



Property Analysis
Report (Renewal)



Property Value
Report (If selling)

72%

Renewal rate

Flat Fee
\$295



Includes Property Condition
Report with recommendations
on improvements needed

ADDITIONAL TERMS

TO SERVICES PROVIDED

Owner

Tenant



Keys - \$35 if we make copies

We require 3 keys upon managing a property. 2 keys for the tenant and 1 key for maintenance and emergencies held at the IFP office.



Lease Renewal - Auto increase

Our leases include an option to auto increase rent at lease renewal. This ensures the tenant knows what to expect down the road, increasing their chance of staying for an additional term.



Photography - NO Charge

All photography is handled in-house or through professional photographers, at NO additional cost to the owner.



Application Fees - Per applicant

Each applicant pays us directly the application fee plus any admin fees.



Resident Benefit Package

Residents benefit by added service of renters insurance, credit building, filter replacement service, move-in concierge, and ID theft protection. RBP reduces HVAC maintenance calls, helps the tenant build credit, and live in a healthier home.



Pet Fees - Per pet

\$250 non-refundable deposit charged for each pet. \$35-50/mo pet rent additional.

