



PINNACLE REAL ESTATE & MANAGEMENT SERVICES, LLC

GOLD SERVICE PROGRAM

- Provide all of the services offered in the SILVER SERVICE PROGRAM plus:
- Handle the transfer of all utilities when tenant vacates into our name, pay all utility bills and invoice monthly with other expenses.
- Pay all invoices up to \$1000 and bill owner monthly for all expenses incurred.
- Collect rent and deposit to owners account.
- Initiate eviction procedures on a tenant who does not pay their rent or otherwise violates the terms of the lease. Help owner secure legal counsel for evictions. Assist owner in all phases of the eviction process.
- 24/7/365 emergency service and routine maintenance.
- Arrange for winterization of vacant property and inspect vacant properties once a week and during/after any storm.
- Provide owner with a quarterly written report of expenses and income, tenant complaints, general status and condition of property.
- Inspect interior of property quarterly and take photographs as needed. Email photos with report to owner.
- Provide owner with a written report within 15 days of tenant move out describing condition of property, whether deductions should be taken out of tenant's security deposit for damages and get estimates for such deductions, in addition to photographs provided in the SILVER SERVICE PROGRAM.
- This service adds another level of security for the owner and the tenant knowing that we are there for you both, all of the time.