

ONE-TIME ONBOARDING FEE DISCLOSURE

For PMA Managed Properties Only



Please be advised that Tenant(s) will pay a one-time onboarding fee of \$175 in conjunction with this transaction. This is necessary for Property Management Advisors Inc (PMA) to afford the myriad costs involved with onboarding and compliance efforts. This includes the following services PMA provides with the payment of this fee:

- Draft lease and associated addenda and be available for questions and clarifications.
- Coordinate utility transfer, if assistance is needed, including any authorization protocol.
- Coordinate renter's insurance - lease compliance.
- Coordinate house keys, combinations, mailbox key(s).
- Coordinate HOA/Condo association registration/access to amenities.
- Coordinate elevator usage, parking stickers/passes/FOB's/storage, if applicable.
- Invite Tenants to PMA's AppFolio Portal for initial payment/recurring rent payments/maintenance requests.
- Provide commission check to co-broker after collection of initial funds.
- Provide initial narrated walk-through video set of the interior and exterior (if applicable) condition and cleanliness along with PCR (property condition report).
- Accompany the tenant on an initial familiarization tour of the property to include filters/hose bibs/electrical box/main water turnoff/general property quirks, as requested.
- Coordinate any additional accommodations/nuances/lease changes/repairs.
- Follow up call/email/text to Tenant within four (4) weeks of move-in.

Randy Huntley
Founder and President, Property Management Advisors, Inc.

Tenant Acknowledgement

Date

Tenant Acknowledgement

Date