



Welcome to Odom Investments & Property Management LLC

Reliable. Dedicated. Honest. Stellar Service.

Odom Investments & Property Management LLC has been providing reliable and dedicated property management services since 2018. We pride ourselves on honest, stellar service, treating each property as if it were our own. Our comprehensive services are designed to give you peace of mind and free up your valuable time.

We offer a transparent fee structure, with no hidden costs. Our skilled management team ensures professionalism and organization in all aspects of property management. We maintain real-time communication to keep you informed every step of the way.

Our fee schedule is detailed below:

****Property Onboarding:**** \$150 one time fee per unit. This includes:

- * Initial property inspection.
- * Lease and document review.
- * Preparing a scope of work if the property is not immediately rentable.
- * Residential portal setup.
- * Personal meet and greet with residents.

****Standard Management Fee:**** \$126 per month . This includes:

- * Responding to tenant inquiries and concerns.
- * Rent collection.
- * Annual property inspections.
- * Administrative tasks, including bill payment for water and utilities (if required).
- * Addressing property maintenance issues. Maintenance trips will be billed a \$25 trip charge per occurrence.
- * Ensuring tenant compliance with the lease agreement.
- * Providing quarterly income and expense reports.

****Vacancy Management Fee:**** \$106 per month. This includes:

- * Regular security checks.
- * Addressing any squatting issues.



- * Preparing a scope of work if the property is not immediately rentable.
- * Addressing property maintenance needs. Maintenance trips will be billed a \$25 trip charge per occurrence.
- * Administrative tasks, including bill payment for water and utilities (if required).
- * Providing quarterly income and expense reports.

****Leasing Services:**** \$600. This includes: (Fee is charged at time of placement)

- * Multiple weekly property showings.
- * Marketing and advertising.
- * Professional photography.
- * Tenant background checks and screenings.
- * Move-in inspection and report.
- * Lease agreement preparation and distribution.
- * Creation of a digital property document file for the owner.

****Lease Renewal:**** \$0

****Move-Out Services:**** \$300. This includes:

- * Key collection.
- * Lock changes.
- * Move-out inspection and report.
- * Security deposit processing.
- * Scope of work report for preparing the property for the next tenant.

****Eviction Services:**** \$250. This includes:

- * Serving a 5-day notice via certified mail.
- * Attempts to collect outstanding rent and fees.
- * Development and processing of payment plans.
- * Two court appearances by our property manager. (Please note: This fee does **not** include court filing fees, publication costs, attorney fees, or sheriff services.)



****After-Hours Services:**** \$50 per hour. This fee applies to services requiring our agent or staff outside of normal operating business hours.

****Other Services:**** \$50 per hour.

* Appraisal coordination.

* City property inspection and service call coordination.

* Insurance claim coordination.

****Project Management:**** 10% of the total project invoice amount. This fee applies to projects beyond standard maintenance, such as renovations or updates. We will manage contractor selection, project oversight, scheduling, and budgeting. The owner is responsible for all project invoices, deposits, materials, equipment, and permits.

****All fees listed above are per property unit.****

****Optional Monthly Add-ons:**** Snow removal and landscaping services are available at varying prices depending on the property. These services will be invoiced monthly.