



FROM OUR FAMILY TO YOURS,

welcome home!

HARRINGTON TEAM AND PURPOSE PROPERTIES LLC





ABOUT US

Knowledgeable, professional, and relatable the Harrington Team goes above and beyond to help. We build a relationship of trust and work hard to help you reach your goals. How do we do this? By always being forthright, authentic, and understanding that listening to our clients is the key to fulfilling their wants and needs. We strive to make real connections with our clients, making open communication a priority. Let us help you get there.



FAMILY

Staying connected after each transaction. You are more than just a number to us, once you work with the Harrington Team, you are part of our family, not just a past client.

COMMUNITY

Being involved and present in the community is one of our top priorities. Having an impact on the community is priority. Equity in homeownership is our passion, and homeownership for all is our goal. We work to build relationships with all vendors, inspectors, lenders and create lasting community partnerships.

TRANSPARENCY

We maintain open lines of communication throughout the entire process. We take accountability for our team's actions and are forthright with all information, even when uncomfortable.

WELCOME TO THE HARRINGTON TEAM

PROPERTY MANAGEMENT

WHO ARE WE?

We are a team of Realtors and Property Managers with a combined total experience of 20+ years in Property Management and Sales. With past experience managing a portfolio of over 520 units at once, this team has the ability to overcome obstacles that every market has provided. From Resident Retention, to Marketing, and Leasing Legalities, we have a combined knowledge to ensure the peace of mind of our Owners.

We are available to help our Owners with any questions or concerns that may arise throughout the Leasing process and strive for open and constant communication.



WHAT DOES A PROPERTY MANAGEMENT COMPANY DO?

Management companies deal directly with prospects and tenants, saving you time and worry over: marketing your rentals, collecting rent, handling maintenance, repair issues, responding to tenant complaints, and pursuing evictions. Plus, a good management company brings its know-how and experience to your property, giving you the peace of mind that comes with knowing your investment is in good hands. Finally, a management company is an independent contractor, so you avoid the hassles of being an employer

Harrington
TEAM



WHAT DO WE DO?

WHEN SHOULD YOU HIRE A PROPERTY MANAGEMENT COMPANY?

Although hiring a property management company has many advantages, using one can be expensive. And, even apart from the cost, relying on a property management company is not for everyone. Consider the following factors to determine if hiring a property management company would be a good decision for your business.

You should consider hiring a property management company if:

- **You have multiple properties or rental units.** The more rental properties you own and the more units they contain, the more you're likely to benefit from a management company.
- **You don't live near your rental property.** If your rental property is located far from where you live, hiring a property management company can be invaluable in dealing with the many issues that you will not be able to handle from afar.
- **You're not interested in hands-on management.** Many landlords look forward to the challenge of finding good tenants and the rewards of maintaining a safe and attractive property on their own. But if you view rental property ownership strictly as an investment and want little or nothing to do with the day-to-day management of your properties, consider hiring help to manage your property.
- **Your time is limited.** Even if you enjoy hands-on management, you might not have much time to devote to your business, especially if being a landlord isn't your day job. And if you prefer to spend your time growing your business, including searching for new properties, arranging financing for renovations, or changing your business structure, then a management company might be a good way to spend your money.
- You're suddenly inundated with management tasks. If your business is growing, at some point you might find that you need a substantial amount of help to manage everything properly. At that point, it might make sense to hire a management company.
- You don't want to be an employer. If you hire a resident manager or other employees to help with your property, you become an employer. You'll have to handle payroll and deal with a host of other legal requirements and considerations. But, because a property management company isn't your employee (it's an independent contractor), and neither are the people who work for the company, by using one you avoid the hassles of being an employer.
- Your property is part of an affordable housing program. If you participate in an affordable housing program, things can get complicated. Usually, in these programs the landlord receives financial assistance, which might be in the form of a grant, low-interest loan, or tax credits, in return for agreeing to rent at least part of the property to tenants earning below a certain income level. In order to continue receiving the assistance, the landlord must comply with a complicated set of rules. With so much at stake, it's often worth hiring a property management company that has expertise and experience with the particular housing program in question.

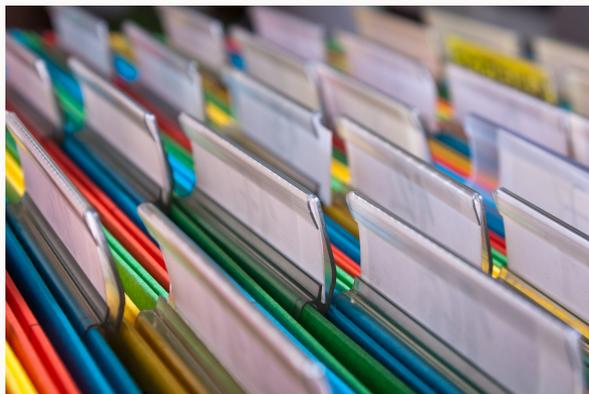
DOCUMENTATION / FILES

The Manager will maintain a set of files for all properties including, but not limited to, the following:

- All correspondence
- Leases currently in force, and attachments (i.e., side letter agreements, amendments, addendums, letters of credit, certificates of occupancy, insurance certificates, etc.)
- Real estate tax file
- Insurance related correspondence
- Service and construction contracts, including all tenant improvement work
- Warranties and guarantees
- A current and complete rent roll
- Maintenance requests, work performed, and follow up
- Vendor quotes, bids, invoices, and proof of payment
- Capital improvement plans and prices
- Appliance warranties

To provide property management, the Manager will maintain the following minimum property information:

- Property name
- Address
- Completion Date
- Improvements
- Zoning classification, description and jurisdiction
- Land (acres and square feet)
- Number of parking spaces
- Roof age, type and life expectancy
- Utility companies (gas, electric, sewer, water)
- Property Insurance



POTENTIAL RENTER APPOINTMENT

- Specified property information
- Establish desired move-in date / Lease dates
- Explain the Application process and qualifications
- Go through Lease terms
- Lessee expectations

ESTABLISHING POTENTIAL RENTAL RELATIONSHIPS

- Confirm rental showing appointments
 - Day before
 - Morning Of
- Types of Appointments
 - Zoom whenever possible OR
 - Meet in the office/at property OR
 - Phone
- Give prospective renter packet
 - Insert PDF version of all doc within the renter packet
- Fill out Client Information and renter Profile sheet
- Keep in touch

APPROVED APPLICATION

- Notify resident
- Notify property owner
- Create a "file" on Buildium with dates, rent roll and all pertinent information
- Property Manager will send Congratulations email with terms of offer, next steps, and inspection information

LISTING PROCESS

- Get property ready
- Monday-Tuesday: photos
- By Tuesday: "For Rent" Sign in the yard
- Wednesday evening: Go live on all social media platforms, Apartments.com, Craigslist.com, and sent out to all Realtor emails for potential renters
- Thursday: Open House 5:30-7pm OR 5-6:30pm

APPLICATION PROCESS/REQUIREMENTS

Each Owner reserves the right to amend the application qualification guidelines for their property if they chose. However, upon extensive research and previous experience, The Harrington Team believes the qualifications listed below will suit your needs, as an owner.

- **No minimum credit score required** - we will take into consideration what is on the credit score, rather the numerical score.
- **Evictions** - In order to qualify with a past eviction on the credit, the applicant MUST show proof from the court and/or the previous Management company that all debts have been paid in full.
- **Rental Verification** - Each applicant will be required to have their previous landlord complete a landlord verification form that The Harrington Team has created.
- **Income vs. Rent** - We will require a balanced rent to income ratio or 6 month prepaid increment payments for those without sufficient income.
- **References** - we will require 3 references for each Applicant. References accepted: character, work, or personal.



The image shows a person's hands holding a tablet computer. The screen displays an application form titled 'APPLICATION FORM'. The form is divided into a section labeled 'PERSONAL INFORMATION' with the following fields: Last Name, First Name, Middle, Address, City, State, Email address, and Phone.

PERSONAL INFORMATION			
Last Name	First Name	Middle	State
Address	City	Email address	
Phone			

PROPERTY MANAGEMENT SOFTWARE

Included in your fees:

Team Harrington Property Management has purchased software through Buildium to ensure all parties have access to the information needed. They offer not only a resident portal, but an Owner's portal. Through this software, you are able to view all of the pertinent information regarding your property:

- Property Accounting
- Financial Reporting
- Full Rent Roll
- Online Payments
- Lease and Document Management
- Maintenance Request Tracking
- Vendor Invoices and Payments
- Property Inspections

At the time of onboarding, you as an Owner, will be given access to view all of the above information via website or downloaded app. This software allows for the resident to pay their monthly rent directly to Team Harrington Property Management. We will deduct the monthly fees from this amount, then deposit the Owner's portion straight into the Owner's bank account via ACH funds transfer. By utilizing this software, we are able to cut banking costs, eliminate misinformation, and allow Owner's to access the needed information at their discretion.



SOFTWARE USED

LEASE ONLY SERVICE VS. PROPERTY MANAGEMENT SERVICE

Lease only services: focus is on quickly obtaining suitable tenants to minimize vacancy costs. Handling the upfront tasks of advertising, showings and screening tenants.

Property Management: focus is on the ongoing management activities for the property such as: rent collection, scheduling maintenance and repairs, accounting, and property inspections.

Compare the costs of service:

Lease only services: One-time fee due upon lease execution. A percentage of first month's rent. No recurring fees.

Property Management: Recurring fee due for each month for the term of the lease. A percentage of each month's rent for the term of the lease. Monthly maintenance reserve repair fund fee. Other fees may apply.

When you enlist Harrington Team Property Management, you are given two options (listed above) to suit your needs. We allow you the flexibility to start out with one option, but then change to the opposing option, if need be. Our goal is to be there for the Owner's and help them in the areas in which they need.

FULL PROPERTY MANAGEMENT SERVICE

50% of 1 month's rent - Charged at the start of each lease term

Advertising

- Conduct a thorough marketing walk-thru
- Collaborate with you to ensure your rental is ready to rent
- Listing description (including amenities/lease terms)
- Property pictures
- Custom Virtual Tour
- Internet listing sites
- Free local/national listing websites
- Paid local/national listing websites
- Yard Signs (where approved/allowed)

Tenant Application Process

- Pre-screen and meet all prospective tenants
- Show your rental property to prospective tenants
- Conduct thorough screening and background checks of all applicants
- Secure tenant's security deposit prior to move-in
- Hold security deposit in escrow during lease term (full service contracts)
- Secure signed lease and issue keys to tenants

Also included in the tenant placement fee are the following:

- Tenant Application Process
- Pre Move-in Walk-thru
- Lease Signing

MONTHLY MANAGEMENT

10% of monthly rent per month

Lease Enforcement

- We guarantee tenant placement
- Secure monthly rent and all other fees associated with tenancy
- Enforce all provisions of the lease agreement
- Attempt to collect late/outstanding tenant balances
- Manage all other lease violations
- Manage the eviction process (if needed)

MAINTENANCE TROUBLESHOOTING

12.5% of monthly rent per month

- Monthly amount paid will go into reserve account to be used as needed
- Provide tenant with 24-hour maintenance hotline for repair emergencies
- Troubleshoot the issue in an attempt to resolve the issue over the phone
- Gather enough information to assess the complexity of the maintenance
- If the repair cost will be below \$2,000, we will execute the repair with funds from the maintenance reserve repair fund
- You will be able to access all maintenance requests, work performed, and follow up through our Property Management software
- If the repair cost exceeds the \$2,000 maintenance limit, we will contact you to discuss plan of action and work needed
- Although each job is unique, the hourly rate will be dependent on the vendor's charge amount

LEASE RENEWAL

\$200.00 fee at start of renewal

- Work with current tenants 60 days prior to lease renewal on securing new lease
- Work with Owner on possible rent changes (pricing, terms, etc.)
- Sign new lease prior to lease end date
- Upload all documents to both Owner and Tenant portals
- Onsite visit to conduct Lease Renewal Inspection
- Redetermination of qualifications if any change to tenants is present.
- No additional Security Deposit is charged to tenant at this time - it will continue to stay in the escrow account until the tenant vacates the property

SERVICES	LEASE ONLY	PROPERTY MANAGEMENT
Marketing of Property	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Applicant Screening and Qualifying	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lease Drafting and Signing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access to Owner Software Portal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Move-In Process	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintenance Request Coordination		<input checked="" type="checkbox"/>
Capital Improvement Coordination		<input checked="" type="checkbox"/>
Monthly Rent Collection		<input checked="" type="checkbox"/>
Fee Collection		<input checked="" type="checkbox"/>
Vendor and Repair Coordination		<input checked="" type="checkbox"/>
Fees	One-Time Fee equivalent to 50% of one month's rent.	One-Time Fee equivalent to 50% of one month's rent. And a monthly fee of 10% monthly rent.

FEE S

LESSEE/TENANT FEES

Application Fee	\$40.00 Per Applicant
Security Deposit	1 month's rent - will be put in an escrow account held by Management
Non-Refundable Pet Deposit	\$200.00 Per Pet
Monthly Pet Rent	\$30.00 Per Pet
Lease Violation Fee	\$50.00 Per Violation Any Fees charged from HOA will be added in addition to the \$50.00
Late Fee	\$25.00 on the 5th of the month and an additional \$25.00 on the 10th of the month
Returned Check Fee	\$50.00 plus any fees incurred by Management from the bank
Legal Fees	These fees will be based on the fees incurred by Management from our Attorney

PROPERTY OWNER FEES

One-Time Onboarding Fee	\$150.00 paid per owner at the time of signed contract
Leasing Fee	50 % of one month's rent
Monthly Property Management	10% of monthly rent
Monthly Maintenance Fee	12.5% of monthly rent will go into the Reserve Repair Fund
Lease Renewal Fee	\$200.00 per Lease

FEES EXPLAINED:

LEASE-RENEWAL FEE

This represents the fee for renewing the lease for an existing tenant. Some property managers charge a flat rate, and some charge a percentage of the rent. The fee covers the time it takes to make an adjustments to the lease- including performing a Comparative Market Analysis to recommend rent changes (if any)- and obtain the tenant's signature. The Harrington Team will charge a fee of \$200.00

TENANT PLACEMENT FEE

A property manager may charge a separate fee for placing tenants in your property. Again, this could be a flat fee or a percentage of the rent. Half a month's rent to a full month's rent is common. This fee can include advertising cost to find a tenant, tenant screening, move-in procedures, and preparing the lease agreement.

EXAMPLE: Your home rents for \$1,000 a month with a leasing fee of 50%. An outside agent brings a qualified tenant and they move in. Your Property Manager charges \$500 for the leasing fee and pays \$200 of that to the other agent.

MAINTENANCE RESERVE REPAIR FUND

This is a separate account that the landlord puts money in for necessary repairs at the property. The landlord can choose to authorize every repair deduction from the account, can choose to only be notified for repairs over a certain dollar amount, or can choose to the Property Manager use the account at their discretion. A minimum amount must be kept in this account. Throughout the lease, Owner's have the ability to review all maintenance requests placed, work performed and money spent by using the Owner portal on Buildium.

SECURITY DEPOSIT

This will be held in an escrow account and returned upon move-out. Any charges to tenant upon move-out to cover past due amounts on their account or damages to property will be deducted from the security deposit. In the event the tenant owes more money upon move-out than the amount of the security deposit, The Harrington Team will handle the collection of said amount.





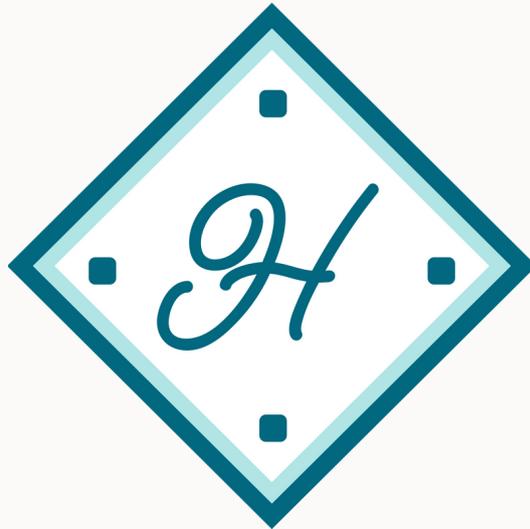
MARISSA

Team Lead / Realtor / Owner



DANIELLE

Administrative Assistant/
Property Manager



PROPERTY MANAGERS

Harrington

TEAM



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