

Managing Your Investment.





Auben Realty is a full-service real estate investment firm specializing in property management, project management and investment property sales. Our mission is to make our investors, ourselves and our communities richer, one home at a time.

We believe in matching quality tenants with a home that best suits their needs and we strive for long-term tenancy with minimum turnover. It reduces cost and offers a higher return on your investment.

How we do it

- Local market expertise
- Leveraging the latest technologies for property management
- In-house maintenance staff
- Strategic business relationships to reduce expenses
- Knowledge of the latest landlord-tenant laws, protecting you and your investments
- 24-hour maintenance call center, responding to emergency maintenance requests
- Performance tracking and marketing analysis software

The Auben difference

The only local company:

- Whose management team has renovated and leased over 5000 homes in the past three years.
- To sell over a thousand single-family investment properties in the past three years.
- To be recognized by *INC 5000* as one of the fastest growing small businesses in the country.



Full-Service Management

If you would like to do no more than collect a rent check each month and would prefer to have our team act as a liaison between you and your tenant, this is the option for you. In addition to securing a quality tenant, we will also handle all of the day-to-day property management operations including, but not limited to:

Marketing & Advertising

We will place professional signage in your yard and will list your home on a variety of websites, including but not limited to:

- AubenRealty.com
- Local MLS
- Realtor.com
- Zillow.com
- Trulia.com
- Postlets.com
- Homes.mil
- Hotpads.com

Showing Your Property

We schedule and maintain records of all showings through an online service. We utilize their call center, which gives prospects access to speak with someone beyond our normal office hours.

Tenant Screening

We thoroughly screen all prospective tenants to ensure we match you with the most qualified renters. Our in-depth tenant screening process entails:

- Reviewing credit reports
- Performing a criminal background check
- Conducting a nationwide eviction history search
- Verifying that the applicant's income is steady & sufficient
- Confirming rental history by contacting current & previous landlords

Collection of Initial Funds

Once an applicant is approved for your home, we will collect a reservation fee from the future tenant to secure the property until their move-in date. On the day of move-in, we will collect the first month's rent (and pet fees, if applicable).

Performing a Move-In Inspection

Prior to the approved tenant's move-in date, we will perform a move-in inspection with a detailed report for your records.

Lease Signing

Before releasing keys to your property, we will sign the lease agreement and all accompanying documents with your tenant.

Post-Lease Signing

Once the lease agreement is signed and the tenant's funds have posted to our bank account, we will send you a copy of the lease for your records and will disburse payment of the security deposit and first month's rent payment, less all applicable fees.

Additional full-service management duties performed by our team include:

- Collecting monthly rent & record keeping
- Providing detailed monthly owner statements
- Responding to maintenance requests & coordinating repairs
- Paying vendors & contractors for services provided
- Monitoring your property's performance & maintenance expenses
- Providing a 24-hour emergency answering service
- Maintaining resident relationships & resolving disputes
- Negotiating & enforcing terms of the rental agreement
- Handling lease renewals & rent increases
- Processing and overseeing evictions when necessary
- Turning delinquent accounts over to collections
- Acting as authorized agent on behalf of owner
- Increasing tenant retention & decreasing turnover rate
- Preparing the property for a new tenant after lease expiration
- Providing year-end operating statements for tax purposes
- Scheduling periodic home inspections
- Working with a team who is focused on building your portfolio and will help with resources & strategy





Fee Schedule

for Full-Service Property Management Services

- **Tenant Procurement Fee**
50% of 1st month's rent for properties renting for above \$600/month
OR 100% of 1st month's rent for properties \$600 or less
- **Tenant Takeover/Set-up Fee**
\$150 (when tenant is already in place at time of takeover)
- **Monthly Management Fee**
10% of all rent collected (tiered multi-property discount program available)
- **Tenant Late Fees**
50% of the total collected (10% of base rent, charged after the 5th of the month)
- **Pet Deposit**
\$250/first pet and \$100/additional pet (max. 3) is refundable, and held in escrow for duration of lease.
- **Pet Rent**
\$25 (monthly)/first pet and \$10 (monthly)/additional pet (max. 3)
- **Lease Renewal Fees**
\$150 per year, at time of renewal
- **Repair/Maintenance Fee**
\$50/hr for internal hire or 10%/invoice for third-party vendor hire
- **Utility Management**
Auben will manage the transfer and maintenance of bills (power, gas, water) with a deposit of \$100 per utility (held in escrow) + 10% of the monthly usage total.
- **Eviction Upon Takeover Fee**
\$500 (when Auben evicts a resident who was already in place at the time of takeover. Does not include filing fees charged by the Magistrate Court.)



Leasing-Only Services

If you prefer to handle the day-to-day management of your property but lack the time or resources to effectively advertise the property and find a qualified tenant, this is the package for you. This service includes:

- Marketing & Advertising
- Showing Your Property
- Tenant Screening
- Collection of Initial Funds
- Performing Move-In Inspections
- Lease Signing
- Post-Lease Signing

Fee Schedule

for Leasing-Only Property Management Services

- **Tenant Procurement Fee**
100% of full month's rent
- **Repair/Maintenance**
\$50/hr for internal hire or 10% for 3rd party vendor hire

“Unlike other property management companies, we focus on our investors’ needs and growing their portfolios.”





1918 Central Avenue, Augusta, GA 30904
5959 Shallowford Road, Suite 517, Chattanooga, TN 37421

P: (706) 305-1551
P: (423) 454-1413