



# Your Property Is Our Business

Luna Properties, LLC has been in operation since 2005. At Luna, our team of experienced and licensed professionals are here to provide you the personal attention needed to achieve your management goals. Our mission is to offer the best customer service to our clients while providing a positive housing experience to your tenants.

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## Expectations

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We strive to provide owners with the greatest possible return on their investment. We work to build long-term relationships with owners and tenants a like. As the manager of your property we will...

- Communicate to keep owners informed
- Advertise & set competitive market rental rates
- Provide photo property inspection reports
- Collect rent in a timely manner
- Enforce the lease in accordance with Residential Landlord Tenant Act of 1977
- Direct deposit of owner income no later than the 15th of the month
- Provide financial statements through secure online portal
- Prepare year end reports with 1099

## Marketing & Leasing

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- List vacancies through leading online resources like Zillow, Zumper, and Hotpads
- List property on our company website
- Provide in-person tours and virtual tours
- Create Matterport 3D imaging and photos of property
- Screen prospects via national background checks, credit checks, employment and landlord references

## Rate Structure

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- 8% of collected gross rent income per month
- \$300 lease fee
- \$50 lease renewal fee
- 50% of late fees

## Maintenance Reserve

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A maintenance reserve is held to cover costs that may occur after owner income has been paid. Most owners set the reserve at \$350.00 with a cap on expenses at \$150.00 (per occurrence) for non-emergency repairs. The funds are 100% refundable once the management contract has ended.

## Tips for Owners

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- Contact your homeowner insurance firm
- Contact Northwestern Energy
- Contact City of Bozeman
- Arrange for a professional cleaner, including carpets
- Check smoke and CO detectors, change batteries
- Make necessary repairs
- Add window coverings
- Service heating and cooling systems, change filters, clean chimney
- Hire a property manager!

## Luna Checklist

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To get started, here's what we need:

- Luna management contract, property assessment form and direct deposit form
- Copy of Northwestern Energy Agreement listing LP as authorized agent (code 59715210)
- Copy of City of Bozeman utility waiver
- Copy of keys
- \$350 maintenance reserve
- Proof of ownership (warranty deed or homeowner's insurance certificate)
- Insurance certificate listing Luna as additionally insured
- Copy of lease, application, condition report & security deposit (if rented)

## Thank You

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We appreciate your consideration in the management of your investment. We are ready to get started! Call us to open an account today.

- Luna Properties Team

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