



HAWAIIAN ISLE REAL ESTATE  
Property Management Division.

*Our goal and object is to provide the best possible experience for you as an owner by caring for your property as if it were our own.*  
*Our other goal is to provide an experience for our tenant that is one we would ourselves want to have.*  
*Hopefully this synergistic relationship we are creating will benefit all of us in an area that is known for contentious and conflicting goals.*

We are looking for a few well cared for and maintained properties for our property management division. We are not for everyone...

- We will require a minimum \$750 owner's reserve from you to cover any ancillary expenses for repairs that might occur during the duration of this agreement. It is refundable if not used and if used, will need to be replenished from time to time (if you have a tenant in place it will be reimbursed from rent revenues collected). You may think that it is a large amount but the reality is, (i.e.) by the time an appliance goes out, a new one is purchased, the old one is disposed of, the new one is installed, etc; the reserve can easily be depleted.
- All annual maintenance must be done on all mechanical equipment, air conditioning, solar panels, hot water heaters, etc. If it has not been done recently it will need to be completed prior to tenant occupancy.
- Property must not have any known maintenance or repair issues. If they do they need to be completed prior to taking the property into our inventory.
- Maintenance of the property will be by our vetted vendors unless you have a long standing relationship with yours. We want to know who is working on our properties for your financial safety, your property's well being, as well as the tenant's physical safety and security.
- As an owner you will be responsible for yard care, pool service, sewer, water, trash service, pest control and A/C maintenance (depending on the property). The reason behind this is simple; asset preservation.
- We have professional photos taken of the property so that we can market it efficiently in order to obtain the highest caliber of tenant possible. We will also assist with staging to gain the maximum benefit from these. Both the photos and the staging are at the owner's expense.

- If your property is furnished we will create an inventor of all large pieces, however, the kitchen will be only a generic list of major appliances and general utensils. This is a tough area to police and we can't focus on these smaller items so if there is something there you really can't do without, please remove it now. Should you request a detailed inventory, a fee will apply.
- At move-in the tenants and our property manager will do a thorough inspection of the property along with a Move In Condition form that all parties will sign. There is a companion form called a Move Out Condition form that will be used to determine any deficiencies and differences during their stay.
- We carry a \$2 million Errors and Omission policy for our office that also covers our property management division. Many offices do not.
- Our professional fee is 22% for the first month (on a new lease) and 12% per month thereafter (and/or if a tenant is already in place) based on the gross rent receipts, including taxes. A monthly statement will be provided via email and a check mailed to you within 15 days of the end of the previous month, assuming your tenant has paid their rent. In the event that your property is vacant more than 30 days, a \$100/monthly fee will be charged as we require that the property is inspected (checking the appliances, flushing the toilets, checking for water leaks, etc) at minimum twice a month when unoccupied.