



Kolatis Enterprises, Inc.

Full Residential Property Management Service
935 Wheeler Avenue, Scranton, PA 18510
214 First Street, Old Forge, PA 18518

(570) 451-3967
Cell: (570) 954-6916
Email: kolatis@aol.com

We love what we do, and it shows.

We provide a very personal special service to our customer's, (owner's, landlord's, and landladies') investment properties, and their tenants 24 hours a day 7 days a week. These "fee for services" apply whether occupied or not.

Services and fee schedule 2011/2012

Monthly management services include:

- Inspecting the property
- Calling, meeting and handling contractors for work to be performed
- Enforcing the property rules and regulations, and dealing with complaints from the tenants.
- 24 hour service for tenants and landlords:
\$50 charge for calls after 9:00pm if we have to go out.
- Handling other contractors for work to be performed.
- Sending warning letters and preparing eviction notices.

Total Units	Monthly Fee
1	\$70
2	\$100
3	\$135
4	\$175
5	\$225
6	\$260

OTHER SERVICES

New Tenant Acquisition \$400.00
Tenant Renewal \$100

- Calling newspaper with ad (ad cost will be billed to the owner separately)
- Taking calls and showing apartment
- Complete screening and credit check of applicants for owner (member of the credit bureau of Columbus)
- Preparing lease paper work (in triplicate office-owner-tenant) keys made, and move in-move out check list.
- Eviction filing with the district court in your area and court appearance. This service is only performed with tenants that we pre-screened for the owner and filing is done within one year of original lease signing. For pre-existing tenants or term longer than 1 year the charge is \$100 per filing with district court, and another \$100.00 for the filing of order of possession plus court cost.

Furnace Maintenance (drain and/or refill steam boilers)
\$30 per building per month

Material Purchases & Billing
Receipts only furnished for purchases over \$200.
\$20 fee for taking billing from vendors (n/a if vendor bills client direct)
Any purchase over \$200.00 is required to be pre-paid.

Installation Fees

All custom services quoted upon request and include labor and materials.

All bills will be mailed when work is completed, monthly management bills will be mailed out the 1st week of the month due.

Thank you, we greatly appreciate your business.

Pennsylvania Law requires owners to retain the authority to make all decisions, as such Kolatis Enterprises, Inc. cannot negotiate terms or conditions of occupancy with current or prospective tenants, nor can we base fees on whether screening process results in a new tenant or retention of existing tenant.

* Honesty * Reliability * Knowledge * Quality * Fairness *

WWW.KOLATISENTERPRISES.COM