



Lake Murray Sales, LLC is also doing business as; Lake Murray Sales & Property Management. Lake Murray Sales & Property Management is a small company based in Gilbert, South Carolina. Our company was founded to provide homeowners, tenants, real estate professionals, and contractors premier real estate management rates without having to worry about hidden fees and other unnecessary costs.

Home Owners: Lake Murray Sales & Property Management provides a means for homeowners that want to realize a higher return with their biggest asset or investors who do not have the time to oversee the many facets of providing quality housing. Whether leasing is a temporary solution or a long term commitment, owners and investors both demand the peace of mind that their real property is professionally maintained with an emphasis on personalized service and attention to detail. Professionally rent your home worry free, or even fill in for home owners with vacation homes during the off season or frequent travelers who want the peace of mind when you are away.

Lake Murray Sales & Property Management offers home owners three worry free, comprehensive advantages in the rental market. Please contact us for more information about our services.

Full Service Property Management

Where we do everything and the owner sits back and receives operating income. We will;

- prepare a personalized management plan and market analysis
- aggressive online advertising campaign
- property showings
- comprehensive screening and selection
- detail inspection reports
- systematic rent collection, invoicing and billing
- cost effective licensed and insured maintenance
- management plans tailored to meet your needs

This service is provided for:

- 10% for new leases
- 10% for home currently under lease
- 50% of first month's rent to secure a tenant
- No vacancy fees
- No signing fees
- No basic advertising fees

Tenant Location / Leasing Agency Services

We provide assistance for home owners who want to feel comfortable with managing their homes on a daily, monthly, and yearly basis that require the professional guidance and assistance with:

- market analysis and strategic planning
- aggressive advertising - showings
- tenant screening and selection
- lease agreement preparation – negotiations
- initial move-in / change over utilities etc

This service is provided for:

- 50% of the first month's rent basically a leasing fee
- no signing fees
- no vacancy fees
- no basic advertising fees

Call – about our vacation home management services.

Home Support Solutions

Lake Murray Sales & Property Management offers professional Home Support Solutions to homeowners living outside of the Lake Murray area.

Tenants: Lake Murray Sales & Property Management offers a wide selection of quality housing options throughout the Lake Murray area. Enjoy the peace of mind and comfort you demand because your residence is your choice. Please view our featured properties and contact us to schedule a showing.

Realtors: Lake Murray Sales & Property Management offers local and out of state Realtors many networking opportunities and solutions. For Realtors who want to provide options and solutions to their principals in a competitive market, Lake Murray Sales, LLC caters to the many needs of the Real Estate Professional. Please contact us to join our growing network.

Contractors who strive to put quality first and foremost in the services they provide with a commitment to excellence and efficient performance, Lake Murray Sales & Property Management is always looking to add to our network of friends those who provide ***dependable and reliable service*** and assistance for their clients and ours. We are always looking for quality contractors to integrate into our network. If you are interested, please contact us with the services that your company offers and all relevant licenses and certifications.

The primary purpose of Lake Murray Sales & Property Management is to generate rental income and maintain properties for owners and investors who choose to take part in the rental markets. Our performance driven management services are designed to deliver all facets of professionally leasing rental property with noticeable results.

We provide the following: comparative market analysis, opening inspection, strategic personalized planning, active advertising campaigns, consistent showings, tenant screening, selections and approval, lease implementation, rent collection accounting recording, reporting and distribution, home condition monitoring, effective maintenance management, and comprehensive service through completion of a calculated exit strategy.

- [Management Services](#)
- [Tenant Location / Leasing Agency Services](#)
- [Home Monitoring and Reporting Service](#)

General Terms

The general terms of our management services are specifically designed to drive the realization of our commitments, and produce results to meet client needs, without expense. Lake Murray Sales & Property Management is not compensated unless we successfully deliver rental income.

In the event that the premises is not rented or leased within sixty (60) days of the date of the management agreement, or remains vacant without being subject to a lease for any sixty (60) day period clients may terminate the rental agreement through simple notice.

When the property is rented through Lake Murray Sales & Property Management, we will remain your property management company throughout the term of the lease.

Compensation Services

Our compensation for services rendered by Lake Murray Sales & Property Management is a management fee equal to ten (10%) percent of the monthly rent and 50% of the 1st month rent for properties we lease through our efforts.

In addition there is no set-up signing or origination fees to sign a management agreement with us for signing new leases, no fees related to supervising or coordinating maintenance, no cost for our basic advertising service, and no minimum monthly fees to manage vacant properties while seeking tenants.

Strategic Planning

Strategic planning and setting a price is most accurately carried out through first-hand experience with the local markets, recent rental history of the property, investigating other rental rates in the area, and through a comparative market analysis (CMA) using the multiple listing service (MLS.) Because all of these resources are subject to external influences such as false listings and market fluctuations between supply and demand it is advantageous to utilize all resources available to set an initial price.

When an initial price has been set a cost benefit analysis is used to determine the benefits of either an increase or a decrease in rental rate versus the net benefit or loss from the resulting vacancy period. This information is then applied in a focused advertising campaign and allows for certain flexibilities necessary to capitalize on opportunities and minimize vacancy losses.

Eligibility

Either currently rented or vacant properties are both eligible for management our management services. In the case of vacant properties where Lake Murray Sales & Property Management leases the premises our compensation fee is ten percent (10%) of the collected monthly income and 50% of 1st month rent.

If the property is currently under a valid lease we offer our management services at ten percent (10%) of the collected monthly rent and a onetime administration fee of \$250. Transition of service from third party landlords or managers to Lake Murray Sales & Property Management is coordinated with all parties to provide clients and tenants a seamless transition in management. All requirements and terms in our conventional management would remain the same as in this case while several more piece of information would also be required.

To maintain professional ethics, in the case of termination of management through other property management companies, we require a copy of written notice of termination from the customer's previous management agreement. A copy of the current lease with tenant contact information easily facilitates change over to new management as we will actively notify the tenants of changes to be made and will coordinate all future correspondence through Lake Murray Sales & Property Management as the new point of contact.

Location of security deposits and proper preparations necessary to meet the requirements for leases and management agreements are just as important as those made to address the physical condition and aesthetic appearance of a rental property in a competitive market. Insurance, tax records, HOA rules and

Regulations, Change of Address all covers the home owners from any unusual occurrences that may come about while tenants are leasing the property.

HOA rules and regulations must be furnished to tenants before they move in, so as to avoid any fines or violations that may occur. It is in the owner's best interest to have a copy available for tenants.

Advertising process and showings

Lake Murray Sales & Property Management will take photos or use owner provided photos to market the property. Our marketing process is free of charge for owners that sign a management contract with us. It is highly effective and provides nationwide visibility of your rental property. Once we receive a management key to your property, we use that key to show the property to potential tenants.

Advertising process and showings

Thorough screening of applicants for new tenancy is a procedure required by Lake Murray Sales & Property Management to be completed prior to any written or verbal agreements between the broker and applicant. This process provides for the accurate collection and verification of tenants information as it would appear on a lease as well as providing an early warning for and indication of an increased risk of potential breach of lease agreement.

The screening process Lake Murray Sales & Property Management uses, as an Equal Housing Opportunity Provider, generally begins during or shortly after a successful property showing where the new prospective tenant decides to apply for tenancy where we begin to meet the needs of both the home owner and the tenants in accordance with the South Carolina Landlord Tenant Act.

Lake Murray Sales & Property Management is not a Credit Reporting Agency; rather we are provided an indication of an applicant's credit history through a third party and independent contractor. All applicant information provided by applicants is kept confidential in accordance with the federal Fair Credit Reporting Act (FCRA).

Downloads

- [Management Agreement](#)

- **Owner's responsibilities** - The owner must honor any lease that is agreed upon by both parties, this includes the tenants, owners and Lake Murray Sales & Property Management as property managers. Tenant's rights and point of contact- The tenant's right are outlined in the lease, and this is made available to the owner if requested. Lake Murray Sales & Property Management serves as the point of contact between the tenants and the owners.
- **Funds** - trust account- deposits – paying maintenance- All funds are moved through our non-interest bearing trust account under the account name; **Lake Murray Vacation Rentals Trust Account with BB&T**. We keep a ledger for the trust account to avoid any conversion or commingling of funds. Once a tenant pays their rent it is placed into our trust account. When their funds are verified, the owner's income is dispersed to the owner from the trust account. If there are any maintenance fees these expenses are paid for using rental income, but only after an owner authorizes the repairs.
- **At the end of a lease** - The tenants should be moved out at the end of the lease, and the condition of the property should be in the same condition as when the tenants had moved in. Lake Murray Sales & Property Management will conduct an inspection of the property once the tenant has vacated the property. Based on our findings during the inspection, we conduct any maintenance items that the tenant hasn't corrected. We use the security deposit to make these repairs, and refund the tenant the difference.
- **Extension** - If the tenant desires to extend the lease, then we accommodate that request and extend the lease. This is in the best interest of the owner and Lake Murray Sales & Property Management, because most damage to property is caused during move in/outs. It also is a large task to locate and screen new tenants, so we prefer re-signing new tenants to our current leases.
- **Month to month** - In this situation, Lake Murray Sales & Property Management requires a written thirty day notice by the tenants if they intend to move out. This gives us notice to begin searching for new tenants. Sign new lease- If we sign a new lease with the current tenants, then the terms of that lease are now honored by both parties. The home owner is made aware of any changes before any leases are signed and agreed to with the tenants.
- **Other** – i.e. sell- If a sale of the home occurs, the lease in place must be honored. This is South Carolina law and is also Lake Murray Sales & Property Management's policy. In most cases a

lease will not discourage the sale of a home. Some potential buyers or investors actually look for properties with leases in place because it is guaranteed income.

- **Where do we start?** - Before taking the first steps towards choosing Lake Murray Sales & Property Management as your full service rental home solution provider, we encourage all new customers to please contact one of our property managers to discuss specific preferences and options available in our management agreement and how to best utilize our services as quickly as possible. Once a decision has been made to employ our services, we will send a signed copy of our management agreement to you through email, fax, or conventional means. Only basic information is needed to quickly send a management agreement to new customers for completion. Upon our receipt of a signed copy of a management agreement we will begin to take action as spelled out below.

Price

Determining a price- The rental price is determined by a couple of methods. The first method that we use is a market analysis of comparable rental properties in the area of the home to be rented. The second method is using previous rental rates, but sometimes rent may fluctuate in certain areas or due to economic influences. We always work with the owner to get them the highest amount of rent possible, without having it vacant for long periods.

Preparation

- Physical prep- During Lake Murray Sales & Property Management's initial survey we note any repairs that may need to take place. These repairs are disclosed to the owner, and then taken care of by our handymen or contractors. Repairs usually can be deducted from rental funds or security deposits. Other items that top the list of requirements mandated by law are installation of 9 volt batteries in fire detectors. We will have that taken care of before tenants move into your property.
- Insurance, tax records, HOA rules and regulations, change of address- We require home owner insurance for every property that we manage or locate tenants for. This covers the home owners from any unusual occurrences that may come about while tenants are leasing the property. Tax records are verified by us before we sign a management agreement with you. HOA rules and regulations must be furnished to tenants before they move in, so as to avoid any fines or

violations that may occur. It is in the owner's best interest to have a copy available for tenants. Advertising process and showings- Lake Murray Sales & Property Management will take photos or use owner provided photos to market the property. Our marketing process is free of charge for owners that sign a management contract with us. It is highly effective and provides nationwide visibility of your rental property. Once we receive a management key to your property we use that key to show the property to potential tenants.

- Screening Applicants- This is a process that saves us as property managers much heartache throughout the term of the lease. The screening process is strictly confidential between the tenants and Lake Murray Sales & Property Management, and we review rental history, credit history, and current employment status. Several factors come into play as we screen tenants and we only approve tenants that meet our qualifications. We work to meet the needs of both the home owner and the tenants. Approval and Leasing- The approval of the tenant and the terms of the lease are entirely up to the owner. Lake Murray Sales & Property Management will negotiate the terms of the lease as per owner's request.

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Introduction: Home Monitoring Services

Lake Murray Sales & Property Management also offers inexpensive and dependable services to home owners who require assistance with the logistics of home ownership. We provide straightforward solutions and professional reliability through our Home Monitoring Services. Whether spending time away from a primary residence or vacation home or for those who simply travel frequently, Lake Murray Sales & Property Management provides answers to uncertainties and problems home owners commonly face when leaving a property unoccupied.

Home Support Solutions Plans:

We offer home owners peace of mind through each of our three home observation plans designed to provide flexible levels of property supervision and support. Thorough inspection and reporting procedures, standard in each plan, ensure reliable and consistent property tracking and support. As with all services provided by Lake Murray Sales & Property Management, personalized monitoring and care and attention to detail come standard in each Home Monitoring plan.

- Four inspections per month. . . \$300 / month
- Two inspections per month. . . \$160 / month
- One inspection per month. . . \$90 / month

Inspections:

Lake Murray Sales & Property Management delivers standardized inspections to guarantee accurate monitoring and observation during each property survey. When an inspection is performed we will thoroughly examine for and check the following items:

1. Home integrity and security at each point of entry.
2. Plumbing failures.
3. Storm damage.
4. Mail and news paper collection.
5. Lawn maintenance condition.
6. Pool maintenance condition.
7. Pest infestation.
8. Tripped breakers.
9. HOA violations.

In addition to our inspection process we also take the time to operate and adjust appliances and systems throughout the property to reduce the effects of remaining dormant over long periods of inactivity. Items Lake Murray Sales & Property Management actively operates during each appointment include:

1. Operation of plumbing fixtures.
2. Checking and resetting of lights and timers.
3. Checking alarm system status.
4. A/C and humidistat operation.
5. Refrigerator operation.

Reporting:

Following each property inspection and visit we send owners confirmation through email, written notice, and / or a courtesy call if preferred. Each report details the property's condition and provides an assessment of items requiring attention or correction. Reports also include information pertaining to owner specific fields such as information to be collected or items to attend to during inspections.

Specifics:

Lake Murray Sales & Property Management offers additional Home Support Solutions to supplement our Home Monitoring and Reporting Services. These services are offered at reasonable rates by our property managers and preferred subcontractors.

1. Response to unscheduled tasks and emergencies as point of contact for authorities.
2. Complete maintenance, repair, and renovation management through our network of contractors.
 - General cleaning.
 - Carpet cleaning.
 - Landscaping
 - HVAC repair.
 - Carpentry.
 - Painting and drywall.
 - Flooring.
 - Electrical installation / repair.
 - Custom Services.
3. Liaison for owner's contractors.
4. Scheduled meetings, pick-ups, and deliveries.
5. Utilities change over.
6. Property showings.
7. Limited tenant management.

Disclaimer

All material including any links to other sites and content found at linked sites is provided "as is" and without any express or implied warranties including warranties of merchantability or suitability for a particular purpose. Due to the nature of the Internet, Lake Murray Sales & Property Management does not warrant that access to LakeMurrayPropertyManagement.com or any of its pages will be uninterrupted or error free. Lake Murray Sales & Property Management does not warrant or make any representations regarding the usefulness of or the expected results of the content on LakeMurrayPropertyManagement.com. Please note that some jurisdictions may not allow the exclusion of implied warranties so some of the above exclusions may not apply to you. Please check your local laws for any such restrictions.

Tips –

Some basic tips for all home owners with respect to security. Post emergency contact lists near each phone including police, sheriff, and fire departments.

1. Consider professionally installed security systems with warrantee.
2. Remotely managed security systems generally provide at the least, a minimum guarantee.
3. Appoint someone can you trust to reliably monitor your home who knows your schedule and how to contact you in case of emergency.
4. Install outdoor security lighting that will prevent major dark spots against the structure.
5. Motion-activated lights are highly effective for large areas.
6. Do not allow lawn growth to remain unattended for more than two weeks.
7. If possible do not leave the driveway empty for long periods.
8. Use timers to cycle lighting within the house.
9. Arrange for new paper and mail forwarding, pick-up, or cancellation.
10. Keep landscaping open and short enough to reduce potential hiding places and that does not cover windows.
11. Consider thorny plants to discourage prowling.

12. Outside entry doors should be metal, metal-clad or solid wood with internal, non-removable, hinges, and deadbolt locks.
13. Doors with glass panes that can be easily broken should have locks that require keys from the inside as well as the outside.
14. Install a lens peephole in all outside doors, not just the front entry.
15. Use metal "Charlie bars" on sliding glass doors, plus pin locks that slide a steel peg through both the stationary and movable doors and windows.
16. Use only reliable high quality locks and hardware and do not use them for anything other than their designed purpose.

Getting Started for Realtors – Why -

- Referring Owners- Lake Murray Sales & Property Management does not require exclusivity in our leases. If a realtor refers us a property, Lake Murray Sales & Property Management does not require in our management contracts that we retain listing rights. We refer the home owners to the Realtor that originally referred us.
- Referring Tenants – commission- We pay realtors that locate and sign a tenant, 10% of our first month's rent
- Getting Started for Contractors - Who we are looking for? Lake Murray Sales & Property Management is always looking to add to our network of friends those who provide dependable and reliable service and assistance for their clients and ours. We are always looking for quality contractors to integrate into our network. If you are interested please contact us with the services that your company offers and all relevant licenses and certifications. What we need to start: Business contact info and summary of services offered references Copy of applicable license and insurance
- [Click here to contact us.](#)

Contact and questions

Our residential management agreement is a standardized form that has been provided through our membership in the South Carolina Association of Realtors. In accordance with South Carolina Law, Lake Murray Sales & Property Management may not advertise, market, or offer to conduct a real estate transaction involving real estate

owned in whole or in part by another person without first obtaining a written listing agreement from the owner and when advertising or marketing in any medium.

Lake Murray Sales & Property Management begins each new client account with personalization and attention to detail in mind. Owners are encouraged to download and submit a “rental property profile” along with the management agreement.

Basic definitions:

- Lease (Leasehold Estate) – A written or oral contract between a landlord (the lessor) and a tenant (the lessee) that transfers the right to exclusive possession and use of the landlords real property to the lessee for a specified period of time and for a stated consideration(rent). Leases must be written in order to be enforceable.
- Lessor – Owner of the property.
- Lessee – Tenant of the property.