



Attachment B

Block & Associates Realty Pending Vacancy Letter

From: Block & Associates Property Management

Date:

To:

As you may know, your home at _____ will become vacant on _____. Block & Associates Realty will continue to manage your home during any **vacancy period at a rate of \$80.00 per month. If your home goes vacant during a month, the reduced fee will apply starting with the next full month of vacancy.** Our services during the vacancy would include the following:

- Performing an inspection and completing the move-out Property Condition Checklist
- Determining if there are any damages beyond normal wear and tear
- Making recommendations for any needed repairs, upgrades or regular maintenance
- Contracting for any needed repairs and approving upgrades and/or regular maintenance
- Arranging for utilities and lawn care, if applicable
- Timely completion of the Security Deposit Itemization/Refund ... this **must** be completed within 30 days of lease termination.
- Regular walk-thru inspection of your home

After the completion of the Security Deposit Itemization/Refund you may either:

1. Assume the responsibility of managing your home until it is re-rented, or
2. Continue with our management services that are fee-based.

If you elect to have BLOCK continue management of your home during the vacancy period, please be advised that BLOCK will retain an additional \$300.00 from your last month's rent in an effort to maintain timely payments regarding maintenance, utilities, and routine expenses. Any monies exceeding your required maintenance fund (\$500.00) will be released to you upon commencement of a new Rental Contract.

If you assume management yourself, you will need to arrange for lawn care, utilities or other scheduled payments until your home is re-rented, at which time we will begin our management services again.

Attached is a form for you to notify us of your choice regarding management during the upcoming vacancy of your home. Please indicate your choice and return this form to us immediately via fax (919.459.6301) or email (PropMgr@BlockRealty.com).

Unless you notify us otherwise, we will continue management with a monthly fee of \$80.00, starting with the first full month of vacancy. Once your home is re-rented, our monthly fee will revert to the standard 8% (\$80 minimum) as of the start of the first full month of the new occupancy. Please note – Even if you decide to manage your home yourself during a vacancy, BLOCK will charge a management fee of \$80 for the 30-day period following a tenant's move-out for completion of the security deposit itemization/refund.

Please feel free to contact me with any questions.





Attachment B

Block & Associates Realty Vacant Home Management Agreement

Homeowner:

Property Address: (move-out date)

Please indicate your choice regarding vacant management below and return this form to:

Block & Associates Realty
Attn: Property Management
107 Edinburgh South Drive, Suite 100
Cary, NC 27511
Or Fax back to: 919.459.6301
Or email to PropMgr@BlockRealty.com

1. Please continue the management of my rental home after the completion of the Security Deposit Itemization/Refund at a rate of \$80.00 per month starting with the first full month of vacancy. Once the home is re-rented, the monthly fee will revert to the standard Block management fee as of the start of the first full month of the new occupancy. *I understand and agree that BLOCK will retain an additional \$300.00 from the last month's rent in an effort to maintain timely payments regarding maintenance, utilities, and routine expenses.*

Signature Date (Seal)

2. Please discontinue the management of my rental home after the completion of the Security Deposit Itemization/Refund on _____. *In order to avoid unnecessary utility reconnection fees and potential damages to my home, I will arrange for the utilities to be connected in my name as soon as the home becomes vacant on _____. I understand that even though I have decided to manage my home during a vacancy, BLOCK will charge a management fee of \$80 for the 30-day period following a tenant's move-out for completion of the security deposit itemization/refund.*

I agree and acknowledge that Block will cease management on _____ and will resume management on the beginning date of the new Rental Contract.

Signature Date (Seal)

