

Real Property Management Express Resident's Manual

Welcome to Real Property Management Express

We would like to personally thank you for renting from Real Property Management Express.

We are a locally owned and operated residential property management company that specializes in managing rental properties. We look forward to servicing you as your property manager during your tenancy.



Contacting Our Office

There are several ways to contact our office. If you have a maintenance need please call our maintenance hotline at **(800) 519-8846**. This line is available 24 hours a day, seven (7) days a week. Please use this number for your maintenance needs to ensure that the proper individuals within the company can quickly process your requests.

For all other needs, please call our office directly at **(605) 274-7373**, contact us through your tenant portal, or e-mail us at support@expressrpm.com.

Our Office Hours

Our office hours are Monday thru Friday from 8am to 4pm. If you reach our voicemail system, please leave a detailed message providing your name, property address, best contact number, and the reason for the call. We will return your call as soon as we are able.

Website Address - www.expressrpm.com

New Tenant Introduction Video

The New Tenant Introduction Video is always available at our website.
<http://www.expressrpm.com/tenants/move-in-instructions/>

Tenant Portal

One of the greatest benefits we offer our residents is the Tenant Portal. The Tenant Portal provides you with access to information and services for your rental property 24 hours a day, 7 days a week. On the Tenant Portal you can review your account, view charges, pay rent and other bills, and request non-emergency maintenance.

Leases

Real Property Management Express uses a simple and easy-to-understand lease that was prepared with you in mind. Please be sure that you read it carefully to ensure that you understand everything in the document. Keep in mind that it is a binding, legal contract. If you have questions about some of the provisions, you are encouraged to have it reviewed by an attorney prior to signing it.

Terms

It is important to note the dates on your lease – when your lease begins and when it ends. Your lease only ends when you have completed your contract term, given proper written notice per the laws in your state, and when you have returned the keys to the Real Property Management Express office. Review your renewal process to verify your lease anniversary or end date.

There is a final move-out condition assessment report completed after you vacate to ensure that you left the premises in as good a condition as it was when your lease began and that the home is in rent-ready condition.



If you plan to vacate the property before the end of your lease, please be aware of the lease expiration date because you are responsible and will be held liable for all rents due until the end of the lease.

When the Rent is Due

Your rent is due in the Real Property Management Express office by the close of business on the date stated in your lease.




Call the Real Property Management Express office immediately if you will not be able to meet this commitment. Additionally, please review your lease for any repercussions that may result from paying your rent late and the acceptable form of late payment.

Deposits

You may have paid a security deposit. Security deposits are not intended to be used as last month's rent. If you fail to pay rent with your written intent to vacate notice, you may be subject to collection efforts. If you paid a security deposit, it will be refunded to you in accordance with SDCL 43-32-24. If repairs are required or if you otherwise owe money to Real Property Management Express, these amounts will be deducted from your security deposit prior to any refund. You will be paid within the timeframe required by state law, and you can expect a statement of any withholdings made from your security deposit.

How to Make Changes to Your Lease

Your Lease Agreement is a legal, binding document. There are a few instances, however, in which it may be amended if all parties to the contract agree. Contact your Real Property Management Express office immediately if you want to make any changes to your lease. Examples include:

-  Changes or additions regarding residents
-  Changes regarding pets
-  A need to terminate your Lease Agreement early or extend your Lease Agreement

We understand that each situation is different. However, some changes may be governed by state or local laws, so please discuss your situation or concern with us so that we may best assist you.

Adding Residents

If you wish to add a resident to your lease, please contact our office to discuss the situation. We must approve any additional resident(s) on the lease as well as conduct background checks.

There is **no exception** to this policy. In addition to keeping the residents of Real Property Management Express safe, our company is bound by local and state regulations, as well as by federal Fair Housing Laws and mandates to maintain a safe, secure environment for our residents.

Pets

Your lease will specify if you are or are not allowed to have pets. If you are allowed to have pets in the home, there may be some restrictions as to the type, breed, and size of animal. You must also follow any city or state ordinance pertaining to your pet. Any pets not specified in the Lease Agreement are not allowed on the property. Any future animals need to be approved in writing **BEFORE** they can reside at the property. If you are authorized to have a Service Animal, however, we will accommodate you in accordance with the law. Pets may require additional deposit and/or rent and proof of renters and or pet liability insurance. After move-out, you will be responsible if any fleas are discovered at the property. If you are concerned this may occur, we ask you contact a Pest Control company to have the property treated prior to the move-out assessment.



Mailbox

If your mailbox is managed by the United States Postal Service (big silver box), Real Property Management Express does not provide keys or services for the box. Real Property Management Express will provide a box number, if we know it. There are many circumstances (especially in the case of investor owned property) in which Real Property Management Express will not have a box number. You are responsible to arrange with USPS for postal service to your assigned box. The resident is responsible for all fees or deposits required to establish mail service. If you will receive mail at a location other than the property, you must notify Real Property Management Express in writing of your correct mailing address.

Pests

Real Property Management Express will guarantee that a property is in pest free condition for the first 30 days

of your tenancy. Regular maintenance of the home in a pest free condition is the responsibility of the Resident. Please contact our office if you have concerns about a specific situation.

Smoking

Your lease will have a provision stating whether or not smoking is permitted on your premises. If smoking is not permitted on the premises, you will be responsible for all costs associated with removing all smoke odor, stains or discoloration at the property.

Guests

There is a fine line between when guests become residents. Your lease will state the maximum length of stay permissible by a guest. Our intent is not to restrict having visitors, but to help us keep track of the number of people who are residing at the property. In many areas, there are limits placed on the number of occupants a property may legally house by applicable fire, safety, and health regulations.

Utilities

Your responsibilities regarding utilities are written in your lease. In most cases, you will be responsible for all costs associated with putting all utilities in your name *prior* to occupying the home. Some utilities require a deposit or connection/set-up fee that you will incur to obtain service.

Municipal Services: Water/Sewer/Trash

Water, sewer, and trash services are handled by a number of different vendors depending on the specific location of the property. If your lease agreement states that you are responsible for Water/Sewer/Trash or any portion of these bills, you may receive the bill through Real Property Management Express (unless otherwise stated in your lease). If you are unsure of who your service provider is, whether you can hold the account in your name, or if you should be paying Real Property Management Express for water, sewer, and trash services, please consult our office.

Yard Maintenance/Landscaping

Your lease will specify if you are responsible for yard and landscape maintenance and cleanup, to include mowing, minor trimming, pruning, and weeding of your property. Regardless of responsibility for landscape maintenance, the resident is responsible to ensure that the yard is free of debris and is being watered within the watering guidelines for the municipality. Please report any malfunction of sprinkler systems to Real Property Management Express. If there are no sprinklers, the resident is responsible to ensure that the landscaping receives sufficient water.

Your lease will also specify if you are responsible for snow removal. If you are responsible, please follow the city ordinances for your area, which include sidewalks and mailbox areas. Regardless of responsibility, the resident is responsible to remove snow under 2". The resident is also responsible for applying ice melt as needed on the sidewalks and/or steps.



Maintenance

Real Property Management Express's goal is that you have a well-maintained and habitable unit that you can









safely enjoy during the duration of your lease.

Real Property Management Express has a **Maintenance Hotline (800) 519-8846** that can be reached 24 hours a day, seven (7) days a week. **All EMERGENCY** maintenance should be called into the Hotline.

Non-emergency work may be requested through your tenant portal. E-mails, text messages, voice mails, or notes are not as effective as phone calls unless the law requires otherwise. Phone calls to the Maintenance Hotline go directly into our maintenance queue for prioritization, approval, and proper scheduling. If the requested maintenance is deemed to be an emergency, we will be paged.

Once a maintenance request is received, Real Property Management Express prioritizes the request in accordance with emergencies having the highest priority. Not everything is an emergency and Real Property Management Express complies with the law in considering what must be fixed first so that the resident can safely live in the unit. Many laws allow a certain period of time within which repairs may be made.







Here are some common examples of problems that are typically considered emergencies:

-  No heat during winter months
-  No air conditioning in the summer when there is only one unit
-  Loss of power or water
-  Clogged or non-working toilet when there is only one toilet in the unit
-  Sewer backup
-  Flooding
-  Security issues (damage from break ins/natural disaster)
-  Some legal notices from housing departments/city inspection departments



If the maintenance request is not an emergency, Real Property Management Express coordinates approval and funding with the Owner to ensure that the problem is addressed properly.

Some items that you are responsible for in maintaining the property:

-  Testing and changing batteries in smoke detectors and/or carbon monoxide detectors
-  Changing all inoperable light bulbs and fluorescent tubes in easily accessible light fixtures
-  Keep all vents inside and outside clean
-  Inside & Outside window cleaning
-  Water softener and water purification system maintenance (if applicable)
-  **DO NOT** place or store any items on top of the furnace or hot water heater. This may become a fire hazard

Real Property Management Express often uses contractors who are insured and licensed (when required) to

perform maintenance services. All contractors are regularly monitored to ensure that quality and timeliness standards are met or exceeded.

If the maintenance item is found to be due to a resident's negligence or willful act, the resident(s) will be assessed the bill for repairs/replacement/damages. If a maintenance repair/assessment has to be rescheduled due to the resident, there will be a service charge for the rescheduling.

Assessments

Real Property Management Express conducts three (3) types of assessment. These assessments are not meant to discover all maintenance issues, nor are they meant to be an invasion of privacy. Instead, these assessments are designed to ensure that the unit is in good condition and to address concerns that you may have. You can expect advance notification of the timing of any assessment in accordance with the law. These property assessments include:

Initial Assessment

You should conduct your own assessment when you move into the premises to make sure that the condition of the unit is reported accurately. You have 3 days to amend the condition report provided by Real Property Management Express. As your Lease Agreement states, you accept the condition of the house "as is." The results of your assessment will be used at the end of your lease term to help determine any responsibility that should be covered by your security deposit. Real Property Management Express may rely on photographs and/or video documentation of the condition when determining security deposit responsibility. If video is available, it may be purchased from Real Property Management Express.

Periodic Assessments

Periodic assessments are conducted to ensure several things, such as determining that the basic systems in your home are in good working order. A periodic assessment is a wonderful opportunity for you to identify any maintenance concerns you may have. Please realize that maintaining the quality of your unit is one of our obligations to the Owner of the home. Most often periodic assessments will be conducted by maintenance personnel looking for drips, leaks, malfunctions, etc. Usually, assessments are completed within 30 minutes, but the actual time may vary depending on the condition of the unit.

Please be assured that you will be notified in advance of any periodic assessment in accordance with the law. Real Property Management Express may take pictures to document the condition of the premises.

Final Assessment

This assessment is performed after you have moved out of the premises. It will be quite in-depth. As discussed here and in your Lease Agreement, the premises are expected to be cleaned to the level required in your Lease, and any damage(s) should be repaired to the satisfaction of Real Property Management Express. If the unit requires extensive cleaning or repairs, you may have the costs of that effort deducted from your security deposit. If you would like to be referred to an approved cleaning service or carpet cleaning service, the Real Property Management Express office will be happy to provide you the contact information.

Breaking the Rules




Your Real Property Management Express office has been hired by the property Owner to make sure that his or her property is rented and maintained. Part of the Owner's expectation is that all applicable rules,

agreements, and laws are followed. The typical process that your Real Property Management Express office will take if it appears that you have violated a condition of the lease or a local ordinance is as follows:

1. We will attempt to contact you to confirm that a situation or violation exists.
2. If the situation or violation is confirmed, the office will at a minimum make a note of it in the property records. The office will confirm your conversation in writing.
3. If the matter is a major incident, the office may have no choice but to follow the legal process as appropriate in accordance with the law or other regulations.
4. Real Property Management Express will charge the resident a service fee for each legal notice that is served, as stated in your lease.

Home/Condo Owners Association (HOA)

If you are renting a property in a deed restricted or HOA governed community, you are required to abide by the Covenants, Conditions & Restrictions (CC&Rs) and Rules and Regulations (R&Rs).

-  Understand what you can and cannot do within the CC&Rs along with your lease agreement
-  Review the CC&Rs and (R&Rs) and know if a violation occurs what are the possible repercussions and or fines
-  HOA governed communities rules and regulations can be strictly enforced

Complaints and Compliments

Real Property Management Express is a part of a franchise system, but is locally and independently owned and operated. We are a service-oriented business. We want your occupancy to be as enjoyable as possible, but we understand that sometimes complaints (or compliments) are inevitable. Please give us the opportunity to address any issues prior to making formal complaints. We prefer to go the extra mile to solve any problem than to have you upset or go away angry in any way. While complaints are never fun to receive; we honestly believe that hearing them is the only way we can accept responsibility, resolve the situation, and work to make the systemic changes to prevent a reoccurrence. Likewise, we sincerely appreciate it when you recognize that a Real Property Management Express employee has gone the extra mile for you. Please feel free to notify us of what we did right for you.

How Complaints are Resolved

Please call or email our office with any concerns. Your feedback is used to improve our communications and processes. If your concern is a complaint, here is how we will resolve it:

1. We will do our best to clearly understand the situation from your perspective.
2. We may need some time to look into the issue and we'll make a commitment to respond with a status update within a reasonable amount of time.
3. When we respond, we'll either resolve the issue to your satisfaction, ask what you'd like us to do to resolve the issue, or provide options as to how the issue can be resolved.
4. We'll then do our best to resolve the situation in a timely manner.

We resolve the majority of complaints this way. Be assured that we are committed to working honestly and reasonably with you to achieve our mutual goal of providing a great resident experience.

Moving Out

When terminating or fulfilling your lease, there are a few requirements:

1. Notify the Real Property Management Express office in writing 30-60 days in advance if you do not intend to renew your lease. In accordance with the Owner's instructions, we will be working on leasing your property to a new resident if you have not confirmed your intent to renew your lease. We appreciate your cooperation in re-leasing the property and providing reasonable access for showings.
2. Your Security Deposit IS NOT LAST MONTH RENT. All sums are due and payable in accordance with the terms of your rental lease agreement. Failure to pay rent or other amounts due on time may result in late fees, service of legal notice, and other penalties.
3. The unit should be cleaned as required by your Lease Agreement and all damages must be adequately repaired. This includes professional carpet cleaning. A professional business receipt for professional carpet cleaning **must** be provided to Real Property Management Express at the time that you turn in your keys and the service provider must agree to warranty work performed.
4. Move out is at 12:00pm on the day that your lease terminates.
5. Keys must be returned to the Real Property Management Express office by 12:00pm on the day of move-out.
6. Any outstanding monies owed must be settled immediately or collection fees may be assessed.
7. Verify all utilities are on the day of move-out in order for Real Property Management Express to complete a thorough move-out assessment. If the move-out assessment cannot be completed due to utilities being turned off, you may incur expenses for reconnection and trip charges to complete the move-out assessment.
8. If you leave and damages exceed your security deposit, you will be responsible for those additional costs/damages.





Tenant Move-In Inspection Form

(Return to the office within 72 Hours)

Please complete this inspection **BEFORE MOVING ANY ITEMS INTO THE PROPERTY**. Make note of any *pre-existing* maintenance issues which you do not want to be held responsible upon vacating the property. There are two columns for each item: one for documentation only and one for any items that you are requesting to be fixed. Please note that we may not be able to fix all items requested.

We understand that tenants are worried about receiving their deposit refund at the end of the lease. The surest way to receive a full deposit refund is to leave the property in the same condition you entered it. Thorough documentation is important for demonstrating the condition of the property at move in and again at move out. We encourage our residents to take pictures and/or videos of the property along with this form.

No time to take a video? No Worries! Real Property Management Express has the best way to document the condition of a property. We are happy to offer a move-in, as well as a move-out, video assessment to our tenants for an additional charge.

Move-in Date: _____

Property Address: _____

Tenant(s) Name(s): _____

Phone (Home): _____ (Cell): _____

For Documentation Only

Needs to be addressed

Plumbing (Please include location):	

Electrical (Please include location):	

Walls/Ceilings/Doors (Please include location):	

For Documentation Only

Needs to be Addressed

Flooring (Please include location):	

Appliances:	

Window/Glass (Please include location):	

Exterior (Including walls, roof, landscaping, fencing, sidewalk, driveway, stairs/rails):	

Other (Please include location):	

- I would like the move-in video assessment for \$25.00
- I would like the move-out video assessment for \$25.00
- I would like both the move-in and move-out video assessments for \$40.00

I authorize Real Property Management Express to withdrawal the above checked amount from my checking/savings account along with my next month's rent payment. **(If no item is checked, then no additional amount will be withdrawn.)**

Signed By: _____ Date: _____

_____ Date: _____

_____ Date: _____

Date Received by RPM Express: _____ Received by: _____

Sioux Falls Utility Services

Residents have no choice in electric, gas, or water/sewer providers and must use the provider that services the property.

Electric

- (1) Xcel Energy (Minnehaha County Residents)
Phone: 800.895.4999
www.xcelenergy.com/South%20Dakota/Company/Pages/Home.aspx
- (2) Southeastern Electrical Coop (Lincoln County Residents)
Phone: 605.648.3619
Toll Free: 800.333.2859
www.southeasternelectric.com
- (3) Sioux Valley Energy (Brandon City Residents)
Phone: 800.234.1960

Gas

- (1) Mid-American Energy (Minnehaha County Residents)
<http://www.midamericanenergy.com/service7.aspx>
888-427-5632
- (2) Northwestern (Lincoln County Residents)
(800) 245-6977
<http://www.northwesternenergy.com/>

Water

- (1) Sioux Falls Utility Billing
Phone: 605.367.8131
- (2) Lincoln County Rural Water
Phone: 605.767.2966

Below are some available options for the following services. Other options may be available and you are not required to use the ones on this list.

Home Services

Midcontinent Communications

800.888.1300

www.midcocomm.com

Dish Network

888.913.9411

For special Real Property Management Express discounts Use Business ID 02844197

DIRECTV

800.653.1730

For special Real Property Management Express discounts Use Business ID 02844197

Garbage Services

Ace Garbage Service

Phone: 605.334.4223

www.acegarbageservice.com

A-OK Sanitary Services

Phone: 605.331.1103

www.aoksanitary.net

Sioux Falls Sanitation

Phone: 605.338.8055

www.siouxfallssanitation.com

Waste Management

Phone: 605.338.6611

www.wm.com

Novak Sanitary Service

Phone: 605.338.7126

Toll Free: 888.866.2651

www.novaksanitary.com

(20% discount for RPM Tenants)