



**D'ANN HARPER,
REALTORS**

Each Office Is Independently Owned And Operated.

Property Management

18756 Stone Oak Pkwy, Ste. 301
San Antonio, Texas 78258
Business (210) 483-7040
Fax (210) 483-7123
cbharper.com

Dear Owner,

Coldwell Banker D'Ann Harper REALTORS® Property Management (CBDHR) is proud to announce a new and innovative program designed to save property owners during a time of a tenant's eviction. While CBDHR has very strict rental criteria, we simply do not have a crystal ball to foresee a tenant's future performance of paying their monthly rent. When the need does arise to have a tenant evicted the process can take up to two months and can cost the owner in the upwards of \$1300. CBDHR encourages every owner to take advantage of this cost savings Eviction Protection Program.

Eviction Protection Program

Every year in the month of **August** your account will be charged a onetime fee of \$75. This fee is per property. It will cover specific costs for the entire year! This fee will also cover multiple tenants and leases.

For example, your property currently has two adults on a lease. The lease expires in January and the tenants move out. You get a new tenant in February with two adults on the lease. This fee will cover both leases and all tenants!

This fee will include the following:

Step One: Notice to Vacate – no cost

During this step your property manager / team will have tried numerous times to get the tenant to pay their rent. If unsuccessful and with the owner's approval the property manager will file a Notice to Vacate. This gives the tenant 3 days to vacate the property. If the tenant fails to vacate....step two.

Notice to Vacate, staff hours, certified mail is a courtesy to owner.

Step Two: Eviction Filing Fee (county court) – average \$151

During this step your property manager will file in county court / precinct for an eviction. A trial date will be set and the tenant will be served notice by the county clerk’s office. Every person on the lease must be served individually.

Eviction Filing Fee, staff hours and travel: Each precinct / county court charges differently. The average cost for filing on one person is \$91. For two people it will be **\$151**. *Staff hours and travel is a courtesy to the owner.*

Step Three: Going to court – average staff cost \$200

If the tenant fails to appear in court, a judgment should be granted on the behalf of the owner for rent due and possibly court costs. Staff will drive the property to confirm the tenant’s presence or abandonment of the property after the hearing. If the tenant appears in court then the judge will hear both sides of the case. Prior to the court date either side may file for an extension of trial date. This could prolong the hearing several weeks. If the tenant fails to vacate....step four.

Step Four: Writ of Possession – average cost for officer of the court is \$250, average cost for a warehouseman is \$500+ for half a day of service, Staff hours and travel is \$200: Average cost \$950

The court will order an officer to execute the writ of possession. If the tenant does not vacate within 24 hours the court can instruct the agent of the owner to hire a bonded or insured warehouseman to remove and store tenant’s possessions. The cost for the warehouseman is approximately \$500. Staff hours and travel is \$200.

Summary

Notice to Vacate	<i>Free</i> Courtesy to owners
Court / Eviction filing fee	\$191 (Staff hours & travel is a courtesy to owners)
Attendance in court	\$200
Writ of Possession	\$950+

Total possible cost for eviction \$1341

Eviction Protection Program \$75

What is not covered by this program: re-key of property, damages to the property, unpaid rent, any appeals above the County Court level, and any additional attorney fees for work requested by the owner.

Opting out of the Eviction Protection Program

If you want to take advantage of this program....you do not need to do a thing. Your silence is your acceptance. ***Your account will be charged every September.***

If you do not wish to take advantage of this program please email tcallaway@cbharper.com and simply state that you decline participation. You may also mail to CBDHR the section below.

Date: _____

Property: _____

Owner: _____

I decline participation in the Eviction Protection Program.

Signature: _____

If you have any questions please feel free to contact your property manager.