



Property Management Services



Evaluate Property & Determine an Accurate Rental Rate:

- Conduct move-out inspection and rental analysis
- Summarize and execute the actions necessary to bring the property to "rent- ready" condition
- Determine Owner objectives and develop a plan to achieve them

Market Property:

- Advertise the property which includes a wide variety of social media marketing

Tenant Screening & Selection:

- Run complete background check
- Criminal background check
- Past eviction check
- Verify residencies with past landlords
- Verify employment
- Provide recommendations as to the best tenant choice to ensure optimum cash flow and property preservation
- Provide constant communication to both the owners and tenants

Legal:

- Work with lawyers during the eviction process, if necessary
- Complete lease renewals and Increases

Financial Reporting:

- Provide end-of-year 1099 statement and total cash flow for the year
- Provide monthly statements detailing all income and expenses

Tenant Move-in/Out & Rent Collections:

- Execute the Association of REALTORS® Lease Agreement, including all disclosures per the State
- Collect the security deposit and monthly rent
- Complete a thorough move-in
- Issue keys
- Provide HOA and CC&R's
- Provide a complete financial packet
- Communicate to the owners when problems arise
- We are on-call 24/7 for emergencies
- Pay all vendors
- Pay HOA dues and other home related payments
- Handle all slow paying tenants
- Post 3-Day Pay or Quit notices
- Give and receive 30-Day notices
- Schedule pre-move-out inspections
- Return security deposits and provide tenants with a complete list of deductions, if any

Maintenance, Repairs & Remodeling:

- Conduct and screen all maintenance and repair calls
- Call appropriate vendors who are required to be licensed and bonded to work with us
- Do preventative maintenance inspections

FEES

We charge 10% of the monthly rental amount, and ½ the rental amount for the Tenant Placement. A one-time set up fee of \$250.00 and a one-time, year end fee of \$50.00 for 1099 processing.



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