



## Full Service Property Management

### COMMUNICATION IS THE KEY

We realize that the success of any relationship includes open and thorough communications on an ongoing basis whether the information being delivered is positive or negative. It is our goal to understand each owner's needs and requirements and establish a personalized service that responds to each individual relationship. Service to our clients is our top priority.

### OWNER INVESTMENT FOR SERVICES

Your investment for full property management services:

The monthly management fee of 3-10% of Gross monthly rents

Property Maintenance Team. Site visits by our maintenance team for minor maintenance, cleanup of grounds and parking lot etc. \$35.84 per hour.

### PROPERTY SUPERVISION

We take great pride in your property and in providing you with service beyond your expectations. We proactively manage your property even though it can be a very reactionary business. Our supervision, reporting and controls are meant to identify any potential challenges and effect corrective actions at an early stage. As your property is a valuable asset, we will treat it as if it was our own. We conduct regular inspections and work diligently to have effective relations with you and your tenants.

Services:

- ◆Tenant adherence to Lease Agreement, Landlord-Tenant Laws, building rules
- ◆Tenant relations and retention
- ◆Affordable in-house maintenance team
- ◆Weekly Manager site visits
- ◆Repair coordination/bids
- ◆24-hour emergency response
- ◆Move-out walk through
- ◆Turnover cleaning & repair coordination
- ◆Monthly Exterior condition reports

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## PROPERTY ACCOUNTING & REPORTING

Our accounting division handles all banking, payables, receivables, & payroll for our properties. Our reporting is flexible and not overcomplicated. Reporting provides for monthly and year-to-date operating statements that are in a form readily translated into tax returns.

### Accounting Services:

- ◆ Establish trust accounts for security deposits and operating funds
- ◆ Rent collection
- ◆ Security deposit accounting
- ◆ Disbursement of monthly expenses
- ◆ Payment of mortgage, insurance & property taxes
- ◆ Monthly Financial Statements

## ADDITIONAL SERVICES

Our services can be tailored to meet your needs. If you require a specific service or only a portion of our services outlined within, we encourage you to inquire with us.

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