



At **Koja Property Solutions**, we provide full-service real estate and property management solutions designed to help property owners **maximize their investment** while providing quality housing to tenants. Our team proudly serves **Atlanta and the surrounding metro areas**, offering personalized service, market expertise, and reliable management.

WHY CHOOSE KOJA PROPERTY SOLUTIONS?

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| ✓ Local expertise in the Atlanta real estate market | ✓ Full-service property management and leasing |
| ✓ Transparent financial reporting & monthly statements | ✓ 6-month tenant placement guarantee |
| ✓ Reliable maintenance coordination | ✓ Dedicated support for property owners and investors |

PROPERTY MANAGEMENT SERVICES

Property Marketing & Leasing

We market your property to attract qualified tenants quickly and efficiently.

- Professional property marketing across major rental websites
- Property showings and applicant follow-up
- Comprehensive tenant screening (credit, income, rental history & background checks)
- Lease preparation and execution
- Security deposit collection prior to move-in
- Coordination of tenant move-in process

Tenant Management

Our team handles all tenant communications and lease enforcement — hands-off for owners.

- Rent collection and payment processing
- Tenant communication and support
- Lease enforcement and policy compliance
- Lease renewals and rent increase management
- Handling notices and documentation when required

Maintenance Coordination

We protect your investment by ensuring maintenance issues are handled promptly.

- Maintenance request management
- Coordination with licensed vendors and technicians
- Emergency repair coordination
- Routine property upkeep recommendations
- Vendor communication and scheduling

Property Inspections

Regular inspections protect your investment and ensure proper maintenance.

- Move-in inspections
- Periodic property inspections
- Move-out inspections
- Maintenance and condition reports

Accounting & Financial Reporting

Clear financial reporting so owners can easily track their investment performance.

- Monthly owner statements
- Owner portal access
- Direct deposit of owner proceeds
- Expense tracking and documentation
- Year-end tax reporting (1099 forms)

REAL ESTATE SERVICES

Buying

First home or investment portfolio — we guide you through the entire buying process.

- Property search assistance
- Market analysis
- Offer preparation and negotiation

- Contract management

- Closing coordination

Selling

We help homeowners sell efficiently and for the best possible price.

- Market analysis and pricing strategy
- Property marketing and listing services
- Buyer negotiations
- Contract management
- Closing coordination

Investment Property Support

We work with investors looking to grow and manage their real estate portfolios.

- Rental market analysis
- Investment property evaluation
- Portfolio management
- Long-term tenant placement strategies
- Property performance insights

FEE STRUCTURE

Leasing Fee	First month's rent
Management Fee	10% monthly (8% for multiple properties)
Late Fee Split	Varies
Lease Renewal Fee	25% of monthly rent
Annual Inspection	\$100
Tenant Guarantee	6-month placement guarantee – Does not apply to Tenant Placement-Only Services.

Koja Property Solutions, LLC
Serving Atlanta & Surrounding Areas

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