



# PROPERTY MANAGEMENT PROPOSAL



Legacy Management Services  
5915 Silver Springs Dr Bldg 5  
El Paso, TX 79912  
(915) 585-7777



Late night emergency maintenance requests or dealing with tenants who don't pay on time can easily lead to frustration in renting out your property.

There are so many variables that can lead to a successful or unsuccessful renting experience. At Legacy Management Services we know how easy it can be to feel overwhelmed when you are trying to manage your rental property yourself.

We recognize the desire you have to not just earn an additional source of revenue, but to truly be a successful rental property owner. That's why we've put together this proposal to alleviate the headache of renting.

The journey to becoming a successful rental property owner is simple. This proposal will outline the fine details. After you've read and agreed to the terms within, we'll schedule a property visit and get you on your way to becoming a successful rental property owner, headache free.

So don't waste another day facing another headache with your rental property. Instead, get back to living life and we'll take care of the rest.

Your trusted property management team,  
Legacy Management Services

# YOUR CURRENT PROPERTY MANAGEMENT NEEDS

Having a property that you no longer live in or have purchased specifically as an investment is only the beginning to successful property management. The process of finding a quality tenant, fixing repairs in a timely manner, ensuring payments are made in full, and more can be a stressful undertaking. Tangible responsibilities, legal contracts and marketing efforts can easily lead to feeling overwhelmed as a landlord.

We understand these feelings because we've been there too. There are a lot of decisions and preparation that goes into successful property management. That's why we created Legacy Management Services. We want to remove the unknown factors of property management so that you can be on your way to being a successful landlord, stress free.



# WHY HIRE A PROPERTY MANAGER

Imagine having your house rented by qualified tenants without the headache of screening them yourself. Also, imagine having someone ready to answer middle of the night emergency maintenance calls or confirming monthly rent is on time, in full.

By hiring Legacy Management Services to manage your property, those are no longer stressors you are faced with. We treat the properties we manage as if they were our own: with utmost care. Our years of experience managing properties for clients has allowed us to become the premier provider of property management services in El Paso, TX.

So you might be wondering, "Less stress sounds great, but how does property management work?" Turn the page to find out!



# FIND THE RIGHT PROPERTY MANAGEMENT COMPANY FOR YOU

When you choose to hire Legacy Management Services as your property management company, we follow three simple steps to get your property ready and rented.

## 1 Preparing the Property

Once you have signed the management agreement we do a market analysis to determine the rent amount. You give us the keys and one of our 7 staff members will be assigned to do a detailed in-person property evaluation with photos and make recommendations for any changes that need to be done prior to listing the property for rent. Don't worry though, we'll coordinate with vendors so you don't have to. Additionally, we follow all Texas Rental Codes to ensure your rental property is in compliance with all regulations.



**2**

## List the Property For Rent and Procure a Tenant

Once the property is ready to market we take professional photos and list the property on the Multiple Listing Service and other platforms. Prospective tenants apply for the property online. Then we do a background check, rental history and employment verification in order to ensure the best tenant possible. Once a tenant is approved we do all the paperwork for the lease and collect the security deposit. We manage the process from approval through move in so you don't have to.

**3**

## Start Collecting Rent

We collect rent from the tenants on your behalf. Tenants let us know about maintenance requests via an online system. We send out vendors and pay the bills for the property out of your property reserves net. Then we send you your income along with a detailed breakdown of activity each month. We handle property checks and lease renewals. In other words, we take care of your property so you don't have to.



# YOUR INVESTMENT

We recognize that you have already made a big decision by purchasing your property. Hiring Legacy Management Services to oversee your property not only ensures that you get it rented, but it also provides peace of mind, knowing that you don't have to navigate rental property ownership alone.

At Legacy Management Services, we offer 3 property management plans for you to choose from:

## Silver plan\*

- \$95 per month
- Additional fees for marketing, lease renewals, and assurances

Recommended for rent at or below \$1,700

## Gold plan

- \$145 per month
- Reduced fees for marketing, lease renewals, and assurances

Recommended for rent \$1,700 to \$2,200

## Platinum Plan

- \$195 per month
- All inclusive with a reduced marketing fee

Recommended for rent above \$2,200

\*Not Available for homes with warranties

### ***Ask about our 21 Day Rental Guarantee***

We commit to finding a quality tenant for your home in 21 days or less,  
or the first two months of property management fees are FREE.

\*Property must qualify using the Legacy Management Services Qualifications Matrix.



# 21 DAY RENTAL GUARANTEE

**We guarantee that we can find a quality tenant for your home within 21 days, or the first two months of management fees are ON US!**

## WE HAVE FIVE STIPULATIONS:

- 1) The Home Must Be Vacant and Hotel Clean
- 2) The Home Must Be Available for Immediate Move In
- 3) Pets Must Be Allowed Under Proper Screening
- 4) The Home Must have Refrigerated Air
- 5) We Have the Final Say In Setting the Monthly Rental Price

## PRICE ADJUSTMENT TIMELINE:

### **Days 0 to 6 of Marketing the Property**

- Best Pricing Discussed and Agreed To
- Marketing Complete With Pictures and Video Posted
- Showings and Call Activity Monitored
- Less Than Five In-Person Showings = Price Adjustment
- No Applications = Price Adjustment

### **Days 7 to 14 of Marketing the Property**

- Showings and Call Activity Reviewed
- Pricing Reviewed and Adjusted
- Less Than Three In-Person Showings = Price Adjustment
- No Approved Applications = Price Adjustment

### **Days 15 to 21 of Marketing the Property**

- Showings and Call Activity Reviewed
- Pricing Reviewed and Adjusted
- If Necessary, Final Price Adjustment Made
- Management Fees Adjusted and Waived on Owner's Behalf



## El Paso Texas Property Management

	The Silver Plan*
Recommend for Rent	At or below \$1,700
Initial Property Assessment	✓
\$200 Co-Op Fee to Other Broker	✓
Listing & Marketing in MLS, RTZ, AHRN, Etc.	✓
Professional Marketing Photos and Video	✓
Tenant Screening & Placement	✓
Lease Preparation	✓
Online Rent Collection	✓
Monthly Statement and Financial Reporting	✓
Annual Year End Statement Yes - Included	✓
Citizen Home Solutions Access	✓
24 / 7 Maintenance Line	✓
Move Out Inspection	✓
Maintenance Supervision	✓
Mid Term Property Checks	Plus \$95
Lease Renewal Inspection and Extension Fee	Plus \$295
Eviction Oversight	Included **
Online Access	Plus \$25 Annually
Paper and Snail Mail Preference	OR Plus \$120 Annually
Leasing / Eviction Assurance (Optional)	Optional/ Plus \$9 Monthly
Rental Protection (Optional)	Optional/ Plus \$9 Monthly
Damage Assurance (Optional)	Optional/ Plus \$9 Monthly
Maintenance Processing Fee Plus	Plus \$10 per invoice
Notification on Service Calls	Not Available
21 Day Rental Guarantee	Not Available
Home Warranty Oversight	Not Available
Tenant Violation Fee Sharing Percentage	50% to Owner
<b>Management Fees</b>	
One time Per Tenant Marketing Fee	\$995
Initial One Time Set Up Fee	\$100
Monthly Fee	\$95

\*Not available for homes with warranties

\*\*Subject to additional \$75 per hour

This fee schedule is effective May 1, 2019. Previous editions are obsolete.



## El Paso Texas Property Management

	The Gold Plan
Recommend for Rent	\$1,700 to \$2,200
Initial Property Assessment	✓
\$200 Co-Op Fee to Other Broker	✓
Listing & Marketing in MLS, RTZ, AHRN, Etc.	✓
Professional Marketing Photos and Video	✓
Tenant Screening & Placement	✓
Lease Preparation	✓
Online Rent Collection	✓
Monthly Statement and Financial Reporting	✓
Annual Year End Statement Yes - Included	✓
Citizen Home Solutions Access	✓
24 / 7 Maintenance Line	✓
Move Out Inspection	✓
Maintenance Supervision	✓
Mid Term Property Checks	✓
Lease Renewal Inspection and Extension Fee	Plus \$245
Eviction Oversight	Included **
Online Access	Plus \$25 Annually
Paper and Snail Mail Preference	OR Plus \$120 Annually
Leasing / Eviction Assurance (Optional)	Optional/ Plus \$6 Monthly
Rental Protection (Optional)	Optional/ Plus \$6 Monthly
Damage Assurance (Optional)	Optional/ Plus \$6 Monthly
Maintenance Processing Fee Plus	Plus \$5 per invoice
Notification on Service Calls	✓
21 Day Rental Guarantee	✓
Home Warranty Oversight	Plus \$25 Per Call
Tenant Violation Fee Sharing Percentage	75% to Owner
<b>Management Fees</b>	
One time Per Tenant Marketing Fee	\$895
Initial One Time Set Up Fee	\$100
Monthly Fee	\$145

\*\*Subject to additional \$75 per hour

This fee schedule is effective May 1, 2019. Previous editions are obsolete.



## El Paso Texas Property Management

	<b>The Platinum Plan</b>
Recommend for Rent	Above \$2,200
Initial Property Assessment	✓
\$200 Co-Op Fee to Other Broker	✓
Listing & Marketing in MLS, RTZ, AHRN, Etc.	✓
Professional Marketing Photos and Video	✓
Tenant Screening & Placement	✓
Lease Preparation	✓
Online Rent Collection	✓
Monthly Statement and Financial Reporting	✓
Annual Year End Statement Yes - Included	✓
Citizen Home Solutions Access	✓
24 / 7 Maintenance Line	✓
Move Out Inspection	✓
Maintenance Supervision	✓
Mid Term Property Checks	✓
Lease Renewal Inspection and Extension Fee	✓
Eviction Oversight	✓
Online Access	✓
Paper and Snail Mail Preference	Plus \$120 Annually
Leasing / Eviction Assurance (Optional)	✓
Rental Protection (Optional)	✓
Damage Assurance (Optional)	✓
Maintenance Processing Fee Plus	✓
Notification on Service Calls	✓
21 Day Rental Guarantee	✓
Home Warranty Oversight	✓
Tenant Violation Fee Sharing Percentage	100% to Owner
<b>Management Fees</b>	
One time Per Tenant Marketing Fee	\$795
Initial One Time Set Up Fee	\$100
Monthly Fee	\$195

\*\*Subject to additional \$75 per hour

This fee schedule is effective May 1, 2019. Previous editions are obsolete.

# WHAT OTHER OWNERS ARE SAYING ABOUT US

Legacy Management Services is prompt in responding to service requests and the office staff are courteous. Many of the staff members are bilingual and all are easy to contact via phone email and text. Legacy holds their contractors accountable to high quality service.

- Jose Mateo



Working with Legacy Management Services was great! They were helpful, extremely efficient, and were responsive to all of my questions. I would definitely use their services again.

- Daniel Heiman

The Legacy Management Services staff has been very helpful in getting our house ready to be rented, providing expert advice with friendly service. Their operation is online and easy to use.

Have had no issues thus far with any of their services. Very lucky to have found them.

- Arlen Hodinh



# LET'S MAKE IT OFFICIAL

Begin your property management journey today with Legacy Management Services!

Here's what how to get started:

1. [Click Here](#) to fill out a general information form about your property. One of our property management specialists will follow up with you shortly.
2. Next, we will send you the management agreement by the end of the next business day to sign electronically.
3. We will schedule a time to do a property check and then get your property listed on the rental market ASAP.