

# LESS STRESS MORE MONEY



## PROPERTY MANAGEMENT-What We Offer



Create marketing video



Market property on local MLS,  
Zillow, Realtor.com,  
Apartments.com & FB Market place



Attend all showings



Interview perspective applicants  
and collect completed application



Order credit and background  
searches



Consult with property owners about  
prospective tenants



Order written lease for attorneys



Instruct new tenant on rental fees:  
first, security, and advance/last



Schedule appointment with  
property owner and tenant to sign  
lease



Maintain security deposit and  
advance rent in escrow account for  
proper accounting



Complete initial check-in, and make  
property condition verification video



Disburse rent via check/on-line  
deposit to property owner minus  
any expenses



Maintain communication with tenant  
regarding repairs issues



Provide monthly statements of rents  
collected minus expenses with  
receipts of expenses paid



Conduct quarterly property  
inspection reports for property  
owners



Monitor lease expirations and  
execute lease renewals 60 days prior  
to expiration

### FEES

\$150.00 Lease preparations

75% of first full month rent

10% each subsequent  
month's rent



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BROKER/OWNER

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