



5521 Carlisle Pike, Suite C • Mechanicsburg, PA 17050

Services Provided To You and Your Tenants under Full Property Management

1. Write and amend leases on behalf of Owner.
2. Renew leases on behalf of Owner.
3. Collect all rents, security deposits, and utility reimbursements (if required)
4. Provide auto-deposit/auto withdraw.
5. Negotiate and settle disputes with tenant.
6. Termination of leases on behalf of Owner
7. Institute legal proceedings and carry out eviction proceedings against a tenant before a magisterial district justice. (No extra cost to owner for Magisterial District Justice)
8. Make inspections of the property that are necessary or required by Owner and report the condition of the property to the Owner.
9. If codes inspections are required, manager will make arrangements and accompany inspector.
10. 24/7 Call Service for Tenant
11. Keep and use lock boxes; copy, hold and distribute keys.
12. Monthly report of rental income and management expenses.
13. Arrange repairs/maintenance (additional cost for actual repair or maintenance)

Services Provided Under Leasing Agreement

1. Fill tenant vacancies (Additional fee for finding a new tenant)
2. Handle all rental inquiries and showings of rental
3. Adapt showing of rentals to times available to tenant (day, evening, weekends)
4. Screen, approve and deny potential tenants.
5. Conduct credit and background checks
6. Completion and execution of leases on behalf of Owner

Also Available (additional cost):

Emergency repairs (Determining how repairs will be handle will be discussed with you and written into the property maintenance agreement. The cost of any repair is billed separately from the management fee.)

Apartment/Rental Turnovers

Maintenance or other non- emergency repairs.

Preventative Maintenance Inspections