



# Open House Real Estate, Inc & Property Management

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## *Full-Service Property Management*

### Marketing of Your Property

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- √ The marketing of your property on more than 40+ websites including the most popular ones such as; Zillow, Trulia, Craigslist, MLS, Facebook Market Place, Apartments.com, Rent.com, Zumper and many more!
- √ Your property blasted out through social media!
- √ Your property on our website!
- √ Email blasted to any prospect that has recently inquired about similar properties!
- √ Marketing sign!
- √ Responding to all inquiries and answering questions on the property and rental qualifications.

### Showing of The Property

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- √ Pre-qualifying every showing!
- √ Schedule the showing!
- √ Meet the prospects there for the showing!
- √ Answer any questions!
- √ Point out the highlights of the property!
- √ Following up with every showing afterwards!

## Tenant Screening

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- √ We use a 3<sup>rd</sup> party screening company!
- √ Eviction history!
- √ Income verification!
- √ Current and Past landlord verification!
- √ Social Security # verification!
- √ Credit score/history!
- √ You get the final say, if the tenant is approved or declined!
- √ Tenant pays for screening fee, no charge to the landlord!

## Move-In

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- √ Confirm utilities were transferred over!
- √ Confirm renter's insurance is in place!
- √ Move-in condition inspection report!
- √ Draft lease and get leased signed!
- √ Facilitate collection of move-in monies due!
- √ Hand tenants the keys!
- √ Send you a copy of the lease file for your records!

## Services

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- √ Maintains property by investigating and resolving tenant complaints, enforcing rules of occupancy, administering, and enforcing leases
- √ Manage maintenance requests and supervise repairs
- √ Regular exterior inspections of the property (frequency to be determined and defined in the management contract)
- √ Collection of security deposits and rents
- √ Monthly Financial reporting
- √ Keep the owner informed regarding out of the ordinary expenses or large ticket repairs and capital improvements needed to maintain the asset
- √ Distribute legal notice
- √ Pay bills/vendors
- √ Evictions processing (contracted with a 3<sup>rd</sup> party Vendor)
- √ Schedule annual maintenance services to ensure that the asset, appliances, electrical, HVAC, and plumbing are always working at an optimal level.
- √ Respond to after-hours emergencies quickly to mitigate problems and potential damage to the asset.
- √ Additional Services available upon request and as defined in the management agreement.

## Free 6-Month Tenant Placement Warranty

- √ If the tenant moves out or is evicted within the first 6 months of tenancy, we will replace the tenant free of charge (no leasing commission fee paid) once the unit is vacant!
- √ Lowers risk of a bad tenant!
- √ Gives you peace of mind!
- √ Increases your profits!

## Here's Why Property Owners Choose OHREPM

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Finding the right Property Management team can be difficult. Owners want to make sure their manager is experienced and well versed in the current Residential and Commercial markets. Choosing the wrong manager can be disastrous costing property owners time and money.

By using a professional property management company like ours, you get the confidence in knowing your properties and tenants are being handled by an experienced knowledgeable manager. You sit back and enjoy your time; we handle the rest while keeping you informed and as involved as you decide.

## Fees

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- √ **Full-Service Property Management (Residential)**: management fee is equal to *10% of the gross receivables collected from tenants each month*
- √ **Full-Service Property Management (Commercial Management)**: call for details.  
Management fee varies depending on the size of the property and the scope of work.
- √ Get Started Today!

**Step 1:** Call us today for a no obligation assessment of your property to determine which Property Management services are right for you!

**Step 2:** Once you have chosen the management plan that meets your needs we will prepare and route a Property Management agreement for signature!

**Step 3:** Once the Management Agreement is signed, we arrange to pick up all necessary files, on board your properties into our proprietary management software and do initial site visits and introduction to tenants and landlords preferred vendors!

**Step 4:** Sit back and let us manage your asset while you receive periodic updates and monthly reporting. Its that Easy!