

Professional Property Management

FACTORS IN DETERMINING VALUE OF MANAGEMENT FEES

PROPERTY MANAGEMENT SERVICES PROVIDED:

- A. Advertise the property for lease
- B. Show the property to prospective tenants
- C. Run credit report, income verification and verify references on applicants
- D. Prepare and execute lease
- E. Prepare move-in inventory check list
- F. Collect security deposit
- G. Collect rent to be disbursed to Owner after deduction of any expenses and leasing fee
- H. Enforce evictions
- I. Physical inspection of property
- J. Provide photos to Owner upon request
- K. Site visits (drive by periodically)
- L. Consultation
- M. Oversee all residential and commercial properties:
 - a. Dispatch maintenance calls/repairs to appropriate vendors
 - b. Process and approve all invoices for payment
 - c. Participate with Owners in remodeling projects and problem solving
- N. Act as liaison when needed with Owners/Tenants
- O. Final inspection of property after Tenant moves out

ACCOUNTING AND CLERICAL SERVICES:

- A. Recording rent collections
- B. Disbursements of invoices and payments
- C. Preparation of reports to Owner
- D. Duplication/Photocopying
- E. Mailing/Postage, stationary
- F. Statement review

MISCELLANEOUS:

- A. Newspaper advertising
- B. Signs
- C. Website