



Committed to Superior Real Estate Services Since 1987

## Complete Property Management Services

- 1. Thorough & complete prospective tenant screening which includes:**
  - Credit Report
  - Unlawful detainer searches
  - Income verifications
  - Verification of Previous tenancies
- 2. Leasing Services include:**
  - Listing property on our website with a slide show & linked to various rental websites.
  - Listing on craigslist.org
  - Listing on Multiple Listing Service
  - New! Online Rental Application for prospective tenants' convenience
- 3. Timely rent collections & lease renewals**
  - New! Tenant ACH Rent payments (upon tenant's approval)
- 4. Coordinating property maintenance:**
  - Market-Ready: Prior to listing property on the rental market
  - Occupancy: During tenant's possession of the property
- 5. Accurate accounting and monthly owner statement reports**
  - ACH Payments to property owners
  - New! State of the art web based property management software
  - New! Owners Portal
- 6. Payment of all property related invoices** (customized to each client's needs)
  - i.e. mortgage payments, homeowners dues, property taxes, gardener, etc.
- 7. Evictions** (attorney's fees and court costs not included)

### Our Fees:

- Monthly Management Fee: 6% of monthly gross revenue
  - Single Family Homes, Condos, Townhouses: Minimum \$100; Maximum \$200
  - Multi-Unit up to 4 units: \$90 per unit minimum
- Leasing Services:
  - 50% of one month's rent per tenancy
- Lease Renewals:
  - Renegotiate existing lease through WPPM \$100

### Leasing ONLY Services:

Includes items 1 and 2 – Leasing Commission is 6% of annualized rent



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