



## Services provided to owners of Rental Property



### Pre-marketing

- Evaluate your property and make recommendations so that your property leases quickly
- Prompt "make ready" for fast turnaround of vacancies

### Marketing

We partner with Re/Max Inner Loop to give your property maximum exposure

- Web based presentations of your properties on multiple sites, including HAR.com, Realtor.com, Zillow.com, Trulia.com, Yahoo Classifieds and 725 other web sites
- Custom designed email marketing campaigns
- Property signs with contact information

### Screening of Prospective tenants

- Previous Landlord Verification and Rental History Verifications
- Employment and Income Verifications
- Credit report and Credit Score
- National Eviction check
- IRS Tax Liens and Child support delinquencies
- National Criminal check
- National Terrorist Watch list check
- Sex offender list
- Personal interviews with prospective tenants, if needed



## **Tenant Move-in**

- Lease Negotiations and Preparations of all Documents
- On site new tenant orientation by a licensed inspector
- Reviewing all landlord rules and regulations with tenant
- Transfer of all utilities to tenant
- Prompt completion of inventory and condition report

## **Tenant Relationships**

- 24 hour on call service for emergency situations. (These include any situation that would involve safety of resident's lives or situations that would prevent the individual from living in the home)
- Immediate response for resident's request regarding basic services.
- Evaluate tenant request for repair services
- All rental payments are made by direct deposit.
- Enforce all sections of the tenant's lease

## **Property up Keep**

- Physical inspections of your property, inside and out by a licensed inspector
- Quality Supervision of Maintenance & Repairs
- Contracting for services including Lawn care and Pest control
- Contracting of any additional improvements or services as requested by the Owner

## **Record Keeping**

- Monthly, provide Rental income and Expenses for the property
- Electronic copies of all service invoices, as needed
- Payment of bills associated with property (except taxes)
- Keeping the owner informed on an as required or as needed basis
- Electronic transfer of net proceeds on or before the 8<sup>th</sup> work day of the month.