

# **FULL-SERVICE PROPERTY MANAGEMENT**

Our full-service property management team provides our owners a stress-free experience by minimizing the everyday management of their investment property, at every step of the rental cycle, while maximizing all potential returns on their property. Here is just a preview in how we begin and grow our relationship:

## **1. Initial Consultant**

- Meet with owners to discuss needs and goals and determining what are their options and which option not only maximizes their returns but also whether that is in line with their current and future goals.
- We will go over a comparative market analysis of rentals in the neighborhood to get the owners top dollar
- We will discuss marketing strategies that we can implement to ensure the home leases in a timely manner

## **2. Marketing Strategy**

- Visit property and discuss improvements that can be made to increase your return on your property
- We will take captivating pictures to market towards potential renters
- We will advertise your property through our numerous real estate portals
- We will personally meet with potential renters to walk them through the property and its amenities
- We will update you regularly on showings, potential renters, and the market

## **3. Tenant Screening and Due Diligence**

- Rental history – no evictions and verification of good tenancy
- Determine if they have an acceptable credit score and any mitigating factors
- Verify employment by reaching out to employer and collecting pay stubs
- General background/criminal search

## **4. Tenant Selection**

- Discuss with owners any tenant applications and go over all the strengths or weaknesses of the application, prior to the owner making the final decision.

## **5. Lease Negotiation**

- If necessary, negotiate with potential tenant to assure best return for owner

## **6. Inspection**

- Agent to conduct a careful and thorough inspection to note current state of property

## **7. Tenant Move-In**

- Lease Signing
- Deposit secured
- Walk through property with the tenant to make note of state at move-in and documenting all

## **8. Owner Services**

- Assure that tenants pay in a timely manner
- Deposit rent payments in Owner's designated account in timely manner
- Provide Owners with monthly statements detailing all debits and credits
- Prepare tenant turnover so that vacancy time is minimal, if any
- Maintain tenant satisfaction to ensure long tenancy
- Provide 1099 statement
- Manage any projects for unit (e.g. repair, maintenance, etc.)
- Work as a mediator and liaison to settle any disputes with Tenant
- Withhold any deposit for damages incurred and apply accordingly

## **6. Tenant Support**

- Online payment
- Maintenance requests are attended in prompt manner
- Tackling any inquiries
- Extension reminders
- Facilitating extension
- Facilitating move-out and final walk through
- Facilitate disbursement of deposit