



Services :

- Tenant applications will be processed with a credit check, rental references, income verification and further back ground checks as necessary, including criminal history and eviction reports. Tenants are charged an application processing fee per application which means no cost to our owners.
- A Rental Agreement will be provided for each unit rented. We rent most of our units, unless otherwise requested, on a six- (6) month minimum term month to month agreement.
- Units that have been vacated will be inspected and deductions will be made accordingly from damage deposits to pay for restoration bills.
- Thorough computerized bookkeeping we provide financial statements on a monthly basis. This includes a profit and loss statement and a spreadsheet showing current month, previous month and year to date activity.
- Disbursements will be provided once a month to the owner. The disbursements may be mailed to the owner or deposited into the Financial Institution of the owner's choice.
- Property inspection reports will be done as requested. These reports would include the dates of the inspections along with a general summary of any problems that develop and any preventative maintenance recommendations.
- Recommendations and bids will be provided for any capital improvements that may be needed. This would include the exterior painting, roof systems, and major remodeling jobs. Bids will be submitted for the owner's approval prior to commencement for any repair, replacement, or service.
- Maintenance personnel will be available to perform the basic maintenance needs, such as, replacing lights or fixing cupboard doors, etc. These costs are paid out of the owners account.
- An around the clock emergency service callout system is provided. If a problem occurs at the property, i.e. burglary, fire, flood or some other emergency the tenants have emergency number to contact the property manager.

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