



## **A Professional Property Management Company**

ARE YOU INTERESTED IN HAVING YOUR RESIDENTIAL OR INCOME PROPERTY MANAGED BY A PROFESSIONAL PROPERTY MANAGEMENT COMPANY? I OWN 4 SEASONS REALTY AND AM A LICENSED REAL ESTATE BROKER. I HAVE BEEN DOING PROPERTY MANAGEMENT AT 4 SEASONS REALTY FOR OVER 30 YEARS. MY OFFICE COMMITMENT IS TO PROPERTY MANAGEMENT EXCLUSIVELY. IT IS DIFFICULT TO DO SALES AND MANGEMENT AND EXCEL AT BOTH. I WORK WITH MANY DIFFERENT OFFICES IF YOU EVER NEED A FUTURE REFERRAL. OUR GOAL IS TO HELP OUR CLIENTS ACHIEVE THEIR HIGHEST INCOME POTENTIAL FROM THEIR INVESTMENT PROPERTY.

### **FOLLOWING IS A GENERAL LIST OF THE SERVICES WE OFFER**

**ADVERTISING** - We advertise in the local newspapers every week and these papers are available in all of the surrounding cities. Signs are posted on the property. One of my biggest draws is a free detailed rental list that is updated weekly. I am in contact with major employers in the area and surrounding cities. Word of mouth is probably the most important aspect of advertising. My good reputation and experience is well known throughout the area.

**SCREENING OF PROSPECTIVE TENANTS** – Screening tenants is the most important aspect of renting. We thoroughly check all prospective tenants. All applicants must fill out a rental application. I have my credit checks run through CoreLogic SafeRent and they use one of the three credit reporting agencies. They run a retail credit check and a tenant screening that will pick up previous addresses and any reported evictions or judgments. We then check current and past rental and employment references along with verification of income.

**RENTAL AGREEMENTS** - We have residential tenants sign standard month to month or lease agreements. I have my own additions to these agreements covering odds and ends that are essential to tenant awareness of their responsibilities. We also have move in and move out check lists, and numerous other forms.

**REPAIR AND MAINTENANCE** - I have several different handymen, contractors & subcontractors that have worked with me for several years as independent contractors. They are all reliable, honest and competent. I am flexible in my management - I have owners who like to do all of their own repair work, some who do only their own painting, and most who do not want to be involved in any repairs or maintenance. Whatever your needs - they can be met.

I require all homes to have smoke detectors, carbon monoxide detectors, and hot water heaters strapped, owners to pay for inspection and any necessary fireplace/woodstove chimney cleaning once a year if necessary. I have each unit cleaned and carpet professionally cleaned (tenants are charged for this out of their security deposit). Locks are re-keyed by a locksmith after every tenant and we have 6 keys made. All exterior doors and doors to garages from the house must have a deadbolt (keyed on one side, knob on the other side).

**FEES** - I charge a percentage of the gross collected rent each month plus a set up fee when we put a new tenant in. I collect a first month's rent and security deposit. Security deposits are held in a non-interest bearing trustee account. Rents are collected on the first of the month. I usually send an owner a check to be received by the 10<sup>th</sup> of the month. At the end of the month, I send a computerized statement with all invoices attached.

This is more or less a "nutshell" version of what our company does. Communication is the key to any good relationship. If you ever have any questions, problems, or need clarity on something, please do not hesitate to call me. I work Monday through Friday though I am in and out a lot. However, I try to return calls the same day I receive them. References will be provided upon request. I look forward to working with you.

Sincerely,

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