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SCOPE OF SERVICES

Property Leasing

- Comprehensive property review
- Advertise and market for rental
- Show unit to prospective residents
- Screen residents as thoroughly as possible
- Negotiate lease and subsequent renewals
- Prepare and facilitate lease signing
- Collect funds from resident prior to occupancy

Property Management

- Lease enforcement with resident
- Manage trust and escrow accounts
- Provide owner with monthly income/expense statements
- Provide owner with annual income tax documents
- Collect rental payments from resident
- Disburse rental payments to owner
- File and coordinate eviction if necessary
- Annual property review
- Coordinate utility connections and disconnections
- Coordinate routine maintenance and repairs
- Provide property status updates as available