

Property Management Services

Overview

- Lease contract (determined by owner on length, furnished, unfurnished)
- Inspections when needed (interior and exterior, major appliances maintenance, cleanliness, etc.)
- Will take all calls/emails/texts from tenants if necessary regarding questions/concerns about the subject property (plumbing/appliances, major components of home issues).
- All Notices (Does not include eviction services; only 3day notices and 30-60 day notices.)
- Financial management— Rental checks are paid directly to owner. This can be arranged by either the tenant depositing electronically or mailed to our office (payable to owner) and we deposit to your account. Owner will manage mortgage payments, taxes, insurance, and all expenses (HOA or if some utilities are included) associated with property.
- Market your property, scheduled open house, private showing appointments, screen calls and applicants, verify applicant information, write lease contract, and perform the move in walk through with new tenant.
- Cost is 8% of total lease amount (ex. 1Yr @\$2K/mo. = \$24K then 8% of that which is \$1920). Deducted from the “move-in” check (due on the first day of the lease, which includes 1st month rent, plus deposit)

Advertisement / Marketing

- Professional Pictures
- Sign on the property (if allowed by owner/HOA/community)
- Marketing your property through Social Media (Instagram/Facebook/Snapchat), email blast to all contacts, MLS, craigslist.
- Show the property through scheduled open houses and private appointments

Application Process

- Handle/process all incoming calls and inquiries about the property
- Verification of information on rental applications
- Credit Report (applicant pays \$2.00 processing fee for each applicant over 18 years of age)
- California Criminal Background Check, Eviction Check, SSN Verification, Sex Offender Check
- Reference Check- Employment, Rental History & Personal References

Pre-Lease up Considerations:

- We recommend having your home professionally cleaned. We have preferred vendors that we can arrange for you. Average cost is \$200-400 depending on size and condition of home.
- Interior cleaning bathroom & kitchen, appliances, baseboards, light fixtures, garage floor, hardwood floors and cabinets oiled and cleaned. Carpets vacuumed Interior windows cleaned. Power washes for outside optional, exterior window washing optional at additional charge.
- Repairs and preventative maintenance—We have preferred vendors that we can hire and arrange for you, which are licensed and bonded, to complete any necessary repairs. We can arrange everything from painting to major repairs. There is no charge for us to arrange for these repairs (only the cost of the repairs).

Lease Contract Considerations

- Term of the lease
- Rental amount (We will pull comps of comparable properties to make an informed decision on a competitive rental amount)
- Deposit amount – usually one to two times the monthly rent.
- Pets \$400.00 extra pet deposit. Pets allowed with approval of owner.
- Gardener/landscape--Who pays? (We recommend that the Owner pays)
- Water sewer & garbage--Who pays? (We recommend that the Owner pays)
- Repair authorization amount up to a certain dollar amount We recommend \$500.00 (money that is to be used for necessary repairs/maintenance for maintenance of property).
- Addendums and attachments for release of liability