



What happens when we manage your property?

Getting to know you

- We get to know you to find out your wants and needs
- We ask questions to find out specifics on your home, mortgage and situation
- We perform a comprehensive analysis to determine the best course of action
- We help create a timeline for the move out, make ready and new occupancy
- We recommend businesses that may help with specific repairs

Getting ready for the market

- We complete a checklist to ensure that your property is up to code
- We create the property management contracts and agree on terms
- We put a sign in the yard and your home on the MLS and as many as 21 other web sites
- We include your information on our site which has 300-750 NEW users per month
- We establish a separate bank account for each and every property that we manage
- We place a lockbox or combination box on the property as needed

Sealing the deal

- We answer calls and schedule showing as well as show the property ourselves
- We ensure follow up and feedback from other agents
- We evaluation our progress and market conditions weekly
- We negotiate terms that are win-win for everyone involved
- We ensure receipt of funds and property applications are received

Screening tenants

- We do drivers license and date of birth checks to ensure proper identification
- We run criminal history checks and sex offender checks
- We run credit checks
- We manually call current and past employers and verify income
- We manually call current and past landlords to check rental history
- We notify them of being accepted or declined and why
- We finalize the lease and the terms to meet your needs and fit the market

Move in

- We do a walk through and document the condition of the property
- We ensure rent is received before the tenants move in
- We do a familiarization walk through of the property with the tenants so that if something should leak or not function the damage will be minimized and the number of service calls greatly reduced.

Monthly

- We ensure rent is collected
- We ensure that evictions take place if necessary legally and on time
- We email statements that include a full accounting of funds specific to your account
- We include a full disclosure spreadsheet that has all the information about your property
- We answer maintenance calls and evaluate the best way to manage each
- We keep you informed and provide options on handling maintenance
- We maintain a positive rapport with tenants so that renewals are high and vacancy is low
- We notify tenants of increases in rent at the end of a lease based on market evaluations

Once the lease expires

- We coordinate the move out process with the tenants
- We ensure that expectations are set so your property is ready to release quickly
- We handle disbursements of deposits and itemize reductions if necessary
- We schedule rekeying the property and make ready for the next tenant
- If the property is to be sold we coordinate that with the tenant to ensure a Win-Win outcome and smooth closing.