



Long Term Property Management Services

- ACCEPT RENTAL APPLICATIONS
- QUALIFY TENANTS (run a credit and criminal background check)
- ADVERTISE & SHOW VACANT PROPERTIES TO POTENTIAL TENANTS
- ACCEPT RENTS & DEPOSITS
- INSPECT PROPERTY BEFORE TENANT MOVES IN & UPON MOVE OUT
- INSPECT PROPERTY QUARTERLY
- HAVE PROPERTY CLEANED AFTER TENANT MOVES OUT & DEDUCT FROM SECURITY DEPOSIT (if necessary)
- COLLECT RENTS WHEN DUE
- IMPOSE LATE FEES WHEN APPROPRIATE
- ISSUE RENT RECEIPTS FOR RENTS COLLECTED
- MAINTAIN RENT COLLECTION RECORDS AND FORWARD TO OWNER MONTHLY
- DISBURSE RENT FUNDS DUE TO OWNER EXPEDIENTLY & ACCORDING TO OWNER'S INSTRUCTIONS
- ARRANGE SUMMER & WINTER YARD MAINTENANCE IF NEEDED
- HANDLE TENANT, NEIGHBORHOOD OR HOA COMPLAINTS
- INFORM OWNER OF MAINTENANCE & REPAIRS NEEDED
- HIRE & MANAGE REPAIR & MAINTENANCE PEOPLE (cost to owner)
- ASSIST OWNER WITH EVICTION PROCESS IF NEEDED
- PROVIDE OWNER WITH END OF YEAR STATEMENT WITH 1099
- STAY UP TO DATE ON LAW OR INDUSTRY CHANGES
- IF OWNER WOULD LIKE TO SELL PROPERTY, WE CAN ASSIST