

PROPERTY MANAGEMENT STATEMENT

Finding a tenant for your Garden City rental property can be a challenge, so choosing a property manager company who has the local expertise to guide you through the renting and management process is important. We provide property management professionals who specialize in long-distance landlords, tenant and landlord laws, and property marketing - among many other options.

No matter what type of property management needs you have, we strive to meet your needs.

Our property management company can help you:

MARKET THE PROPERTY FOR RENT

- Field calls from prospects for questions and viewings
- Meet prospective tenants for showings.
- Create ads tailored to the property and advertising medium.
- Provide prospective tenants with rental applications that are legally compliant with fair housing laws

TENANT SCREENING

- Collect applications and verify identity, income, credit history, rental history, etc.
- Inform tenants who were turned down

MOVE-IN

- Confirm move in date with tenant
- Draw up leasing agreement
- Review lease guidelines with tenant regarding things like rental payment terms and required property maintenance
- Ensure all agreements have been properly executed
- Perform detailed move in inspection with tenant and have tenants sign a report verifying the condition of the property prior to move-in
- Collect first month's rent and security deposit

RENT COLLECTIONS

- Collect rent
- Send out pay or quit notices
- Enforce late fees

EVICCTIONS

- Filing relevant paperwork to initiate and complete an unlawful detainer action
- Representing owner in court
- Coordinating with law enforcement to remove tenant and tenant's possessions from property.

INSPECTIONS

- Perform periodic inspections (inside and outside) on a predefined schedule looking for repair needs, safety hazards, code violations, lease violations, etc.
- Make certain that landlords are aware of our company policy requiring installation of smoke detectors.

- Make certain that tenants are aware that they are not to tamper with or remove smoke detectors devices. Devices will be checked during the semi-annual property inspections.
- Send owner periodic reports on the condition of the property

FINANCIAL

- Provide accounting property management services
- Make payments on behalf of owner (Mortgage, insurance, HOA dues, etc.)
- Detailed documentation of expenses via invoices and receipts
- Maintain all historical records (paid invoices, leases, inspection reports, warranties, etc.)
- Provide annual reporting, structured for tax purposes as well as required tax documents including a 1099 form
- Provide easy to read monthly cash-flow statements which offer a detailed breakdown of income and itemized expenses

PROPERTY MAINTENANCE

- Assign jobs to different parties (handyman and professional contractors) based on who will do the best job for the best price.
- Maintain and monitor a 24-hour emergency repair hot-line

UTILITIES

- Utilities are the responsibility of the tenant. During the winter months, to insure that there is no disconnection of service due to non-payment, we have established a policy with the utility companies that service will be switched to Homefinders should there be a possible disruption. If this happens, the amount in arrears will be paid by Homefinders and deducted from your monthly rent income. We will actively attempt to recover the past due utility bill and forward any money we receive to you.

TENANT MOVE-OUT

- Inspect unit and fill out a report on the property's condition when the client moves out
- Provide tenant with a copy as well as estimated damages
- Return the balance of the security deposit to the tenant
- Clean unit and perform any needed repairs or upgrades
- Re-key the locks
- Put the property back on the market for rent

PROPERTY MANAGEMENT FEES

- As your property manager we will retain 10% of ALL monies collected, including security deposit.

Property Owner

Property Manager, HomeFinders, Inc.

Date

Date