

# OUR SERVICE

{OUR GOAL IS TO DELIVER A SIMPLIFIED AND TRUSTED MANAGEMENT EXPERIENCE CONSISTENTLY.}

## Leasing

### Rent Analysis

- detailed rent data, report and analysis
- recommendations to maximize rent potential

### Marketing

- professional photos and RICH video tours
- 25+ accredited real estate listing sites
- social media target audience marketing

### In-Person Showings

- prescreen potential applicant(s)
- schedule appointments and meet on site
- in-person guided on-site tours

### Qualify Applicants

- employment and income verification
- previous rental references
- credit report check
- pet screening

### Lease Agreement

- draft legally binding lease
- facilitate seamless signing process
- supply additional copies to parties

### Required Funds

- receive funds from tenants
- secure in broker's trust account

## Management

### Communication & Admin

#### -Owners

- owners dashboard for all the info you need
- keep you informed of property condition
- full transparency in maintenance work orders
- handle all paperwork electronically

#### -Tenants

- address tenants concerns
- administer tenants deposit
- initiate service on vacant or occupied property

### Financials

- collecting rents and other income
- monthly disbursements on 10th each month at midnight
- full financial statements, including actual invoices delivered on owners portal
- Issue 1099 tax reports and year-end statements

### Maintenance

- exclusive vendors with discounted price
- contract independent vendors on your behalf
- quick turnaround time

### Inspections

- perform move-in and move-out inspections
- periodic inspections with full reports

### Keep you legal

- lease enforcement
- administer tenants deposit
- monitor and secure all communications