



## Long Term Property Management Services

- ACCEPT RENTAL APPLICATIONS
- QUALIFY TENANTS (check previous landlords, employment & personal references)
- SHOW VACANT PROPERTIES TO POTENTIAL TENANTS
- ACCEPT RENTS & DEPOSITS
- PERSONALLY INSPECT PROPERTY BEFORE TENANT MOVES IN & UPON MOVE OUT
- INSPECT PROPERTY MONTHLY TO INSURE COMPLIANCE TO LEASE BY TENANTS
- 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 COMPLAINTS
- INFORM OWNER OF MAINTENANCE & REPAIRS NEEDED
- HIRE & MANAGE REPAIR & MAINTENANCE PEOPLE (cost to owner)
- IF PROPERTY IS FOR SALE, WILL ARRANGE SHOWINGS