Here Are Services We Provide

Evaluate the property and determine an accurate rental rate

* Perform detailed inspection of the interior and exterior
* Offer recommendations on repairs and cosmetic improvements that maximize monthly rent while providing good ROI
* Gather data on rental rates in the area and work with owners to determine the optimal rental rate. Rent research will vary, but should include looking at recently rented comps according to size and type.
* Discuss with owners the pros and cons of different policies

Market the property for rent

* Prepare space for rent
* Create ads tailored to the property and advertising medium (web-listings, print, signs etc.)
* Field calls from prospective tenants for showings throughout the week and weekend
* Meet prospective tenants for showings throughout the week
* Provide prospective tenants with rental applications that are legally compliant with fair housing laws
* Collect applications with application fee

Tenant Screening and Selection

* Perform a background check to verify identity, credit history, rental history etc.
* Qualify tenant according to pre-defined tenant criteria
* Inform tenants who are turned down
* Draw up lease agreement
* Confirm move in date with tenant
* Review lease guidelines with tenant (payment terms, maintenance, tenancy rules etc.)
* Ensure all agreements have been properly executed
* Perform detailed move-in inspection with photos and report, verifying the condition of the property prior to moving in

Bottom of Form

Rent Collection

* Receive, record and deposit rent payments
* Issue prompt notice to late rent payments
* Enforce late fees

Evictions

* Prepare relevant paperwork to initiate and complete an eviction
* Represent owner in court
* Coordinating with law enforcement to remove tenant and tenants possessions from unit

Legal

* Advise in the event of a legal dispute or litigation
* Follow all HUD and Fair Housing laws
* Understand and abide by the latest local, state and federal legislation that apply to renting and maintaining rental properties

Inspections

* Perform periodic property inspections looking for repair needs, safety hazards, code violations, lease violations, etc.
* Send owner periodic reports on the condition of the property

Financial

* Provide accurate accounting services
* Make payments on behalf of owners (pay venders, rental licenses, utilities, etc.)
* Detailed documentation of expenses via invoices and receipts, repair reports
* Maintain all historical records (paid invoices, leases, inspection reports, etc.)
* Provide tenants with Tax Rent Credits, each January
* Provide easy to read monthly cash-flow statements which offer a detailed breakdown of income and itemized expenses

Maintenance, Repairs and Remodeling

* Provide and oversee an in-house maintenance crew
* Establish a preventative maintenance policy to identify and deal with repair needs
* Provide a network of contractors who have been vetted for good pricing and good work.
* Assign jobs to different parties (in-house employees, handyman and professional contractors) based on who will perform the job correctly and cost efficiently
* Maintain outdoor and interior common areas (Landscaping, snow removal, janitorial service)
* Maintain a 24-hour emergency repair line
* Tenant Moving in and out
	+ Perform move-out inspection with exiting resident
	+ Provide tenant with a damage report if any is noted during inspection
	+ Assign maintenance crew to prepare apartment for new tenant
	+ Re-key locks
	+ Begin marketing apartment for rent, our goal is to always have the apartment rented before exiting tenant’s lease expires. We vigorously market once a tenant advises they are not renewing their current lease
* Larger renovation or rehab projects
	+ Provide recommendations on how the project can maximize rental income
	+ Prepare preliminary cost estimates/budgets
	+ Get multiple bids for work
	+ Act as general contractor overseeing the work