

Property Management Services

We are committed to fulfilling your property management needs. Below is a list of our property management services.

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Management
Package



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Professional, Prompt, and Courteous Service	Coordinate Move-In of New Tenant
Prepare Your Property to be Rented	Prompt Rental Receipt Collections & Disbursements
Determine the Optimal Monthly Rental Amount	Payment of Your Monthly Expenses
Design a Targeted Marketing Program	Detailed Monthly Accounting Reports
Thorough Screening of Applicants	Complete Property Maintenance Services

Professional, Prompt and Courteous Service

- As a family owned and operated business we strive to provide each of our clients and their tenants with professional, prompt, and courteous service. Our licensed Property Manager treats all clients and tenants with respect and dignity.

Prepare Your Property to be Rented

- Your Property Manager will meet with you to evaluate your property and make recommendations to prepare your property to obtain the optimal monthly rental amount.
- Your Property Manager will coordinate the completion of any maintenance or repair items you have approved using our extensive network of qualified vendors to ensure all work is completed.

Determine the Optimal Monthly Rental Amount

- Your Property Manager will do a market analysis to determine the optimal monthly rental amount for your property utilizing a wide range of professional resources.

Design a Targeted Marketing Program

- Your Property Manager will meet with you to design a targeted marketing program to rent your property as quickly as possible.
- Your Property Manager will execute your targeted marketing program utilizing the Internet, Lane County Multiple Listing Service, local newspapers, circulars, and property signs.
- Your Property Manager will promptly pursue all leads and inquiries and schedule showings of your property during the week, evenings, and weekends.

Thorough Screening of Applicants

- Your Property Manager will thoroughly review each prospective tenant's rental and credit history, including prior evictions.
- Your Property Manager will verify your new tenant's current employment and stated income.
- Your Property Manager will contact your new tenant's previous landlord(s) to verify payment history and care of property.
- Your Property Manager will discuss the results of the screening process with you and make our recommendation.

Coordinate Move-In of New Tenant

- Your Property Manager will collect the first month's rent and security deposit in the form of a cashier's check prior to your tenant's move-in.
- Your Property Manager will meet with your new tenant and ensure all agreements have been properly executed prior to his or her move-in.
- Your Property Manager will document your property's condition utilizing digital photography prior to your new tenant's move-in.
- Your Property Manager will have your tenant complete and sign a "Statement of Condition" report verifying the condition of the property at the time of his or her move-in.
- Your Property Manager will instruct your tenant regarding rental payment terms and required property maintenance.

Prompt Rental Receipt Collections and Disbursements

- Your Property Manager will promptly collect your rental income from your tenant at the beginning of each month.
- Our Accounting Department will disburse the rental proceeds in the manner instructed by you on a monthly basis.
- Your Property Manager will serve three day notices to "Pay Rent or Quit" if rent has not been paid by the fifth day of each month.
- Your Property Manager will coordinate the start of unlawful detainer action to evict your tenant in the event the rent is not paid.