

# ATLANTA MARIETTA



Property Management and Section 8

**Our mission is to protect  
your greatest real estate  
investment and to maximize  
your return while  
minimizing stress and  
headaches.**

**Don't trust your most  
valuable asset to just  
anyone. Trust the rental  
property experts ... Us!**

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# Professional Management At Its Best



We are a Licensed Real Estate Brokerage specializing in full service property management and tenant placement for single family homes, small apartments and Section 8 homes. We have served the general Atlanta area since 2009 managing several million dollars in investment property.

As owners of rental property ourselves, we understand that rentals should be profitable, not an expense. In order to keep your investment performing, we effectively manage your home by balancing the need to secure and retain high quality tenants with the necessity of regular property maintenance and repair while giving you peace of mind.

## 10 REASONS TO PARTNER WITH US

- 1. Aggressive Marketing Programs.** Our comprehensive marketing involves syndicating listings, leveraging multiple listing services, and implementing referral programs. This ensures a steady flow of highly qualified tenants for prompt, premium-rate vacancy filling.
- 2. Accurate Pricing.** You'll receive market analysis reports that realistically assess your home's potential rental income. We prioritize accuracy over inflating figures just to secure your business.
- 3. Extensive Tenant Screening.** Our rigorous tenant screening reduces payment risk and evictions by checking IDs, credit, background, employment, and rental history while requiring document verification.
- 4. Exclusive Owner Benefits.** We offer a set of guarantees crafted for your peace of mind and property protection, covering everything from selecting the right tenant to a flexible month-to-month property management agreement.
- 5. Long-Term Tenants.** For profitability, we seek long-term tenants and set up initial 18-24 month leases with automatic renewals and rent increases. Longer leases from the start brings stable tenants and increases the likelihood of several years of occupancy.
- 6. Powerful, Owner-focused Lease.** Our robust, owner-focused lease minimizes owner risk and safeguards your investment. Unlike standard form leases used by other companies, ours offers comprehensive owner protection, developed from years of tenant interaction.
- 7. Advanced Software.** We utilize software with features tailored for owners and tenants, enabling 24/7 access through a portal to their accounts.
- 8. In-house Contractors.** To minimize costs, our team handles repairs and maintenance, avoiding additional charges common with independent contractors for small jobs, even on holidays and weekends.
- 9. Tenant Amenities Program.** Tenants are enrolled our special Program. We share the costs that cover rent payment credit reporting, various payment methods, HVAC filter delivery, pest control, identity protection, renters insurance, and much more.
- 10. Only Property Management.** Our focus exclusively! This prevents conflicts of interest and ensures our dedication to promptly renting your home at the highest rate to the best tenant without distractions from buy/sell activities or economic fluctuations.

# Exclusive Owner Benefits

We are so confident in our customer service and focus that we can offer a wide range of Owner benefits. Here are just a few of them.



## TENANT PLACEMENT GUARANTEE

If any tenant we place breaks the lease during the first 6 months, we will re-lease it for free.

Conditions apply:

- We must have a property management agreement in place
- Monthly rent must be \$1000 or more



## NO MONEY UP FRONT

You don't pay our leasing fee until we have a signed lease and the tenant moves in.

Conditions apply:

- Our fees are paid from the initial rents
- Reserves are paid from the following month's rents



## PROPERTY MANAGEMENT CONTRACT PROMISE

Your satisfaction is our highest priority. Cancel any time during the first 4 months of a signed contract.

Conditions apply:

- 30 day written notice
- Funds will be transferred and leases assigned to you or your new management company



## SHOWING OPTIONS

We offer a variety of tour options that include licensed agent showings, open houses, and self-showings. You choose, no extra charge for any option.



## RESIDENT AMENITIES

Tenants are automatically enrolled in our Amenities Program. Both you and the tenants benefit from these valuable services.



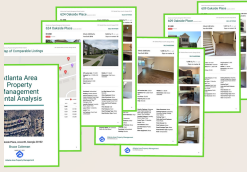
## ON-TIME RENT DEPOSIT

Your rent payment will be direct deposited on or before the 15th of each month.

Conditions apply:

- You must have portal access with an attached bank account
- Tenant must make their payment on time
- This does not guarantee that the tenant will pay on-time

# Features To Attract & Retain Great Tenants



## ACCURATE RENTAL PRICING

- Accurate and detailed analysis with graphs, photos, and addresses
- Reports from a variety of reliable sources



## PROFESSIONAL PHOTOS

- Sales-quality photos as part of our marketing campaign
- Photos enhanced to show off your property
- 25-50 photos to ensure top placement on rental websites



## MARKETING FOR MAXIMUM EXPOSURE

- Listed in the MLS and all major rental websites
- Descriptive narratives portraying the features of your rental
- Follow-up and feedback from potential tenants



## CONVENIENT SHOWINGS

- Variety of touring options for ease and convenience
- Licensed Agent showings and Open houses
- Self-showing lockboxes are an option



## COMPREHENSIVE TENANT SCREENING

- Income and Employment
- Landlord Verification and Pet Screening
- Credit History, Eviction, Collections and Bankruptcy Check
- Criminal Background and Felony Offenses



## STRONG LEASE AND LEASE ENFORCEMENT

- Leases designed to protect owners
- Initial multi-year leases with annual renewals and rent increases
- Periodic drive-bys to ensure property is well-cared for by tenant
- Interior inspections annually



## SUPERIOR IN-HOUSE MAINTENANCE

- Crew works only on the properties we manage, 24/7 service
- Repairs and preventative maintenance
- Very competitively priced and work guaranteed

## TENANT AND OWNER PORTALS

- Various payment methods: ACH, recurring, and credit card
- Direct deposit to Owner by the 15th of each month
- Maintenance/repairs submitted online; Repository for leases
- Monthly and Annual Statements delivered to your portal





# SECTION 8

## Housing Choice Voucher Program



The housing choice voucher (HCV) program is the federal government's primary program for assisting low-income families, the elderly, and persons with disabilities so they can afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the HCV tenant, participants are able to find their own housing, including single-family homes, townhouses and apartments.



Housing choice vouchers are administered locally by public housing agencies (PHAs) that receive federal funds from the U.S. Department of Housing and Urban Development (HUD) to administer this program. This means that the tenant, landlord and PHA all have obligations and responsibilities under the Housing Choice Voucher program.

### SECTION 8 BENEFITS

**Timely and dependable payments.** Landlords in compliance will receive consistent and punctual monthly housing assistance payments (HAP) after signing the HAP contract and lease.

**Receive the full rent.** When there is a permanent change in a tenant's income, the Housing Authority adjusts the portion of rent it pays, offering financial protection to landlords.

**Regular, annual inspections.** Regular inspections typically take place around the lease anniversary, offering an objective assessment of the rental's condition. Any safety issues identified are communicated to the landlord for resolution.

**Annual rent increases.** Landlords can request a rent increase through written notice at the annual anniversary of the Section 8 contract, ensuring your rent remains at market value.

**Helps households that need it most.** This initiative supports numerous low-income families, disabled individuals, the elderly, single-parent households, and numerous veterans.

### MAXIMIZE YOUR RETURN ON INVESTMENT

Achieving success with a Section 8 rental demands considerable time, effort, expertise, and knowledge. Allow us to save you the time, effort, and frustration associated with gaining that experience. As a full-service property management company specializing in Section 8 properties, our team oversees all aspects of managing your rental.

- Complete necessary paperwork for Housing Authority registration
- Professionally photograph and list properties in the Section 8 rental websites
- Manage showings, open houses, and participate in HUD housing fairs
- Screen tenants, process housing vouchers and negotiate monthly rent with Housing Authorities
- Coordinate Section 8 inspections and perform repairs to pass
- Facilitate move-ins and move-outs
- Monitor monthly rent and collect tenant portions
- Apply for rent increases and coordinate annual re-inspections
- Address all repair and maintenance issues
- Perform drive-bys, interior inspections and enforce lease agreements

# SECTION 8

## Should My Rental Be A Section 8?

Not every residence is suitable for the Section 8 program. We recommend exploring well-maintained older homes located in middle to lower-income areas. It is preferable that these homes are not subject to an HOA or community governing board. The ideal Section 8 property consists of three to four bedrooms, features two or more bathrooms, and are situated in established communities. The rental rates in these areas should exhibit financial sustainability and viability.



### HOMES THAT SHOULD NOT BE SECTION 8 RENTALS



- Located in an HOA community
- Boasts high-end designer features
- Proximity to several boarded-up homes
- Situated on an extremely busy street
- Owner is meticulous about the home
- Features a second kitchen
- Includes a pool, water feature, or spa
- Situated in a remote or high-crime area

### SECTION 8 INSPECTIONS

Properties in the Housing Choice Voucher program (Section 8) must meet minimum safety and decency standards to qualify and maintain eligibility. Housing Authority Inspectors focus on issues affecting tenant health and safety, require all systems to be functional, and address broken, worn-out, and some cosmetic features.

Before a tenant can move in, an initial inspection is conducted then annual inspections follow after the lease is executed. For new tenants, we perform a 90-day interior inspection to ensure the tenant is caring for the property. If successful, subsequent inspections are typically performed by the annual Housing Authority inspections. We continue to perform periodic drive-bys and should the property appear distressed, we will perform an interior inspection.

## WHY PARTNER WITH US



- We have over 10 years of Section 8 experience
- We actively participate with all metro Atlanta Housing Authorities
- We use our same professional in-house maintenance crew
- We provide property protection through drive-bys and interior inspections
- We supplement the Housing Authority's lease with our stringent lease
- Our objective is to pass Housing inspections the first time to eliminate long vacancies and rent abatement



# Pricing and Services

Conditions apply; Everything is subject to change

**Fair and transparent pricing with no hidden fees**  
**Pricing plans to meet your goals**

SERVICE/FEATURE	PREMIUM	PREMIER	PRIME & SECTION 8	
Management fee	10%	8%	\$100 (flat fee)	
Leasing fee (Tenant procurement and advertising)	----- 1 month's rent -----			
Lease renewal fee	\$150	\$250	\$350	
Setup fee	\$0	\$100	\$150	n/a
Setup – transfer owner & tenant to Housing Authority	n/a	n/a	n/a	\$150
Setup – register new owner with Housing Authority	n/a	n/a	n/a	\$150
Repair reserves for 10 or less homes	\$500 each	\$500 each	\$500 each	
Repair reserves for 11 or more homes	\$300 each	\$300 each	\$300 each	
Repair reserves for multi-family apartments	\$2000 bldg	\$2000 bldg	\$2000 bldg	
TENANT PROCUREMENT AND ADVERTISING				
Rental market analysis report & rate determination	✓	✓	✓	
Perform pre-leasing inspection	✓	✓	✓	
Identify rent ready issues, provide estimates	✓	✓	✓	
Install Smart Locks on exterior doors (as needed)	\$25 + hardware	\$25 + hardware	\$25 + hardware	
Rent ready coordination and install lockbox	✓	✓	✓	
Make repairs on property	market	Market	market	
Gather detailed list of property features	✓	✓	✓	
Take listing photographs	✓	✓	✓	
Advertise in MLS and other major rental sites	✓	✓	✓	
Handle listing calls, emails, and texts	✓	✓	✓	
Coordinate showings, tours, Housing Fairs, open houses	✓	✓	✓	
Broom clean during listing period	✓	✓	✓	
Handle lawn maintenance during listing	market	market	market	
Manage utility turn on/off and transfer	✓	\$10 each	\$15 each	
Process applications and screen applicants	✓	✓	✓	
Send approval and welcome letter	✓	✓	✓	
TENANT MOVE-IN				
Send approval letter and process RTA	n/a	N/A	N/A	✓
Negotiate rent with Housing Authority if applicable	n/a	N/A	N/A	✓
Negotiate lease terms and contingencies	✓	✓	✓	
Write up and execute lease signing and collect fees	✓	✓	\$50	
Duplicate keys & secure fobs	✓	✓	\$5/key	
Perform a pre-move-in wipe down	✓	✓	✓	
Pre-inspection and coordinate HA inspection	n/a	n/a	n/a	\$50
Perform move-in inspection with tenant	✓	✓	\$50	
Collect security deposit, fees, and rent	✓	✓	✓	
Issue keys to tenant and remove lockboxes	✓	✓	✓	
Set up tenant / owner portal	✓	✓	✓	

# Pricing and Services, con't

SERVICE/FEATURE	PREMIUM	PREMIER	PRIME & SECTION 8
Management Fee	10%	8%	\$100
Collect rents and other monies	✓	✓	✓
Follow-up on delinquencies	✓	✓	✓
Verify and process owner distributions	✓	✓	✓
Maintain tenant & owner ledgers and balances	✓	✓	✓
Portal access, lease and documents storage	✓	✓	✓
Maintain security deposit in escrow account	✓	✓	✓
Produce Owner statements	✓	✓	\$5 monthly
Prepare 1099's and Year End statements	✓	\$125	\$150
Perform property inspection (Req annually)	\$150	\$175	\$175
Enforce lease terms, address complaints	✓	✓	✓
Coordinate/manage maintenance and repair	✓	✓	✓
Repair Upcharge	10%	10%	10%
Follow up on HOA complaints	✓	✓	✓
Perform property drive by's bi-annually	✓	\$25 each	\$50 each
Provide various rent payment options	✓	✓	✓
Register tenant with HOA	✓	\$25	\$50
<b>TENANT MOVE-OUT AND TURNOVER</b>			
Secure official termination form & follow-up	✓	✓	✓
Perform move-out inspection	✓	✓	✓
Reconcile security deposit and distribute	✓	✓	✓
Collect keys, openers, fobs at move-out	✓	✓	✓
Oversee removal of personal property	✓	✓	✓
Manage utility turn on/off and transfer	✓	\$10 each	\$15 each
Rekey exterior doors (labor only) and begin rent-ready	✓	✓	✓
<b>OTHER SERVICES</b>			
Major rehab and renovation coordination	10%	10%	10%
Provide HVAC filters & filter installation	\$250	\$250	\$250
Coordinate Home Warranty Repairs	\$50	\$75	\$100
Coordinate Termite Inspections	\$50	\$75	\$100
HVAC Semi-annual checkup	Market	Market	Market
Provide pest control	Market	Market	Market
Provide lawn maintenance & cleanup	Market	Market	Market
Special reports upon request	Market	Market	Market
File evictions & sheriff-assisted move-outs	Cost plus \$350	Cost plus \$400	Cost plus \$500
Insurance claims coordination	Available	Available	Available
Landlord liability insurance per property	\$20/mo	\$20/mo	\$20/mo
Landlord rent protection	Available	Available	Available
Landlord eviction protection	Available	Available	Available

Subject to change at any time without notice ~ If it is not on the list, just ask and we will provide you with a price.



# Tenant Placement and Landlord Rescue

## WE FIND THE TENANT, YOU MANAGE IT



**FEE:  
ONE MONTH'S  
RENT**

Tenant placement is so crucial to the success of your rental. Placing a bad tenant in a property can cost you time, fees, and maintenance by the time they leave. It is the single highest stress factor a landlord encounters. Our Tenant Placement Program is designed to get the best tenant in your rental so you can manage it with ease.

We use the same extensive criteria to find a great tenant for you that we use when we manage the property.

- Free rental market analysis report to help determine the monthly rent
- Pre-listing walk-through and evaluation with recommended repairs and upgrades
- Professional, sales-quality photographs of the interior and exterior
- Listing in the Multiple Listing Service and major rental websites
- Licensed Agent showings, open houses, and self-showings
- Call handling and tenant pre-screening
- Extensive tenant screening
- Lease signing with your specific stipulations and optional Owner/tenant introductions at move-in
- Documented move-in report with photos
- Collection of initial monies and disbursement to owner
- At lease termination, we will perform move-out walk-through and security deposit reconciliation as part of Tenant Placement Services so don't forget to call us!

## ALREADY GOT A TENANT? WE CAN TAKE OVER

Life happens! You may find that you simply do not have the time to manage your rental property, or you have a challenging tenant, or you're not be happy with your current management company and want a change. So, when you need help with your current tenants - rent collection tenant issues, property damage, lease violations, or whatever, we can take over.

**FEE: ONE MONTH'S RENT & \$250 SET UP**



Rescue Me is designed to move your existing tenants to our control. We'll make the transition a smooth one so your tenants don't miss a single rent payment – if they're making them, that is!

If you have a problem tenant, we'll put a program in place to resolve the situation – either get them back on track or move them out. If an eviction is required, we'll handle the entire eviction process, get your home ready to rent and find a great new tenant.

- Evaluate your current tenant, property, and lease
- Transition the tenant and communication away from you to us
- Contact the tenant and perform an inspection
- If the tenant is not paying, we determine the best course of action to get the tenant current or moved out

# We Help Get Your Property Ready to Rent



## PREPARATION IS KEY

Rentals that fail to be properly prepared result in less traffic, fewer prospects, more time on the market, and a lower rental amount. In fact, they may not even rent at all.

A fresh start to a new lease means getting your property sparkling and ready to rent for your next tenant.



Rent-ready means your rental property is in the perfect condition for new tenants to move in. The sooner your property is rent-ready, the sooner you can start collecting rent. Properties that are not show-ready will sit on the market - and a vacant property is a huge expense.

Once a lease ends and your tenants vacate, the home needs to be cleaned and repaired or remodeled as quickly as possible. As tempting as it is, if you have major updates, avoid the urge to market your property before it is ready to show.



We help you get your property ready to rent. We have our own crew of both general handymen and licensed professionals that can handle everything from HVAC servicing and repairs, plumbing, electrical, painting, flooring, roofing, general repairs, and deep cleaning, just to name a few.

Need more than an update? We can do that too! Just ask us about our Rent-Ready services.



# What Our Clients Say About Us

We strive to provide both our Owners and our Tenants with the best service possible. Their opinions matter to us!

★★★★★ Karen Wyle:

Kathy Pecora at Atlanta Area Property & Management really knows her stuff. I've been working with her for over a year, and have learned so much about property management. She's thorough and is always willing to help.

★★★★★ Carolee Larsen:

I can't say enough good things about Atlanta Area Property and Management! When people ask me about rentals I tell them that the secret to success is great property management, and give them the number of AAPM. I give this company my highest recommendation.

★★★★★ Melissa Codio:

Great experience thus far, very prompt and professional services. If you are looking for a property manager I would highly recommend their services. Kathy stayed on top of every aspect of the process and did not skip a beat.

★★★★★ Elyssa Bernard:

Truly excellent service by Atlanta Area Property Management. This is one of the most responsive, most professional organizations I've ever had the pleasure of dealing with. I highly recommend them!

★★★★★ Thomas Dominique:

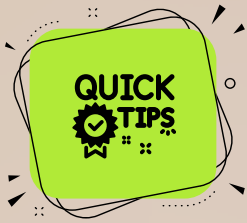
The team at AAPM are really awesome! They are very responsive, flexible, and knowledgeable about renting to tenants. We use them to manage two of our properties and they have done a great job not only finding quality tenants but handling and resolving any issues that have come up. I highly recommend working with them!

★★★★★ Ryan Stucki:

Kathy and Michelle have been awesome to work with. We have almost 50 rentals in more than one state. We've worked with a lot of different property management companies. Highly recommend Atlanta Area Property and Management Inc!

# ATLANTA'S CHOICE FOR PROPERTY MANAGEMENT AND SECTION 8

*Maximizing your real estate investment with experience, expertise, and excellence.*



**#1** Never, ever, ever, ever rent to family, friends, friends of family, or friends of friends. They take advantage of you and it is hard to recover.

**#2** Always re-key your locks before your first renter moves in and between every tenant. You don't know who has keys and this could be a huge liability for you.

**#3** Update your property and do a good job but remember that you are not going to live there. Make it nice and ensure it meets local and county code requirements but weigh the update costs.

**#4** Treat your rental like a business ... because it is.

**#5** When buying rental property, purchase property that rents in the range of \$1000 to \$1500 per month. This is the sweet spot and your home will always get rented quickly.

**#6** Visit our website for more information about our company and services, testimonials, rental listings, policies, and our blog.



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