



## ABOUT OUR SERVICES

### THANK YOU FOR CONTACTING US

I want to thank you for contacting us about our property management services and how we can help make your property stress-free and profitable.

If you have owned investment property, you know that managing a rental can be financially rewarding but requires a great deal of time and effort. As your life goals change, you may no longer want or be able to commit to your rentals. It just may be time to seek the services of a professional property management company, like us.

### WE OWN PROPERTY, TOO!

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

We are that company and offer a full range of services that start with preparing your property for rent, then procuring a qualified, long-term tenant and ending with a thorough exit inspection once your tenant has vacated. Here is a brief description of the services we provide before, during and after your tenant has taken possession of your property:

### PREPARE YOUR PROPERTY TO RENT

**Prepare Your Property:** We will walk through your property and discuss potential safety hazards, potential future problems, and our recommendations for getting your home ready to rent and the optimal rent amount. Just remember that this is rental property and you are not going to live in it so we will not recommend anything that isn't necessary. Next, we take photographs that show off your home and advertise on the Multiple Listing Service and major rental websites.

## THOROUGHLY SCREEN TENANTS

**Qualifying Prospective Tenants:** Our thorough screening process includes running credit reports (including history of unlawful detainer and/or prior evictions), checking rental history with current and previous landlords to ensure tenants performed as they said, employment history and verify income to ensure we select the most qualified tenant for your property. We also seek 18 to 24 month leases as turnovers every year wipe out any profits. Lengthy leases ensures we find stable tenants wanting to put down roots in the community and they generally re-lease on an average of 4 - 5 years. When we manage your property, if for any reason during the first twelve months of that tenant's lease we have to remove that tenant, we will lease your home for free the next time.

## PREPARE THE LEASE

**Lease:** We have a very strong lease that clearly outlines tenant responsibilities both during the lease term and at moveout. We will prepare the lease agreement and all required exhibits and disclosures, walk-through the property with the tenant and record the condition of your property.

## OWNER AND TENANT BENEFITS

**Tenant Benefit Program:** We sponsor a program for tenants that includes:

- 1) Credit bureau reporting - encourages tenants to make on-time payments.
- 2) Furnace filter delivery - dated filters are delivered to their front door. If any HVAC problems arise and our technician sees that the filters have not been changed, we fine the tenant and they will be required to pay a portion of the HVAC bill.
- 3) Renters Insurance - since we cover the insurance, it cannot be cancelled by the tenant. It includes personal property coverage and \$100k of asset protection that covers your home.
- 4) Online portal - provides online payments methods including credit card, debit card, and ACH, includes copies of their documents, and allows for repair/maintenance requests.
- 5) Perform drive-by inspections periodically to ensure the exterior is in keeping with the neighborhood and the tenants are taking care of your property. If the exterior is unkept, we will schedule an interior inspection.

## COLLECT RENTS

**Rent Collection:** We collect rent online and pay you online. Rent is always due on the first and there is no grace period. If rent is not paid by the second, we begin late charges and we start the eviction process on the fifth. Over the last 10 years, we have not had to evict any tenant we placed.

## ON-DEMAND STATEMENTS

**Statements and Reports:** All bills associated with your property will be paid when due during each month. A computerized monthly statement describing all activity is available on your portal. You will also see any repair requests tenants submit along with our responses. You will be paid with direct deposit and any time during the year, you will have access to online monthly and annual statements with all income and expense details. Your accountant will surely thank you for this.

## MAINTAIN AND REPAIR

**Maintenance and Repairs:** 7 days a week, 24 hours a day your tenant will be able to notify us of any repair request. All repairs are handled quickly by our own contractors. This allows us to prioritize repairs, keep costs at a minimum, and be notified of tenant lease violations. Our contractors will also let us know if the damage is Tenant caused, take photographs, and we will bill the Tenant. For some work, we contract with specialists where we have built long-time relationships who give us priority.

## MOVE-OUTS

**Exit Walk Through:** Once your tenant has terminated the lease, we walk through and note damages by the Tenant. We allow the tenant to address the damage and will deduct costs from their security deposit. When your tenant has vacated, you can expect minimal costs - just normal wear and tear.

## PAID FROM RENTS

**No money upfront:** Our fees include: To secure a tenant, our fee is One Month's Rent. We guarantee that tenant for the first twelve months with a signed management agreement. and our monthly management fee is 10%. We look for long term tenants to minimize expensive turnover. All fees are paid from the incoming rents once the tenant lease has been executed.

**WE ONLY DO  
PROPERTY  
MANAGEMENT**

**Only Property Management:** Although we are licensed Georgia real estate agents, we do not handle any "buy/sell" real estate activities. Our business is centered around property management in order to avoid any conflict of interest or being distracted by large commission opportunities. Property management is our only business - not a side activity to hold us over when the economy gets tough. Because we only focus on property management, we are incented to rent your home as quickly as possible at the highest possible rent with the best possible tenant!

Should you have any questions, please do not hesitate to contact us. We look forward to doing business with you!

*Kathy Pecora, Broker*

**Atlanta Area Property Management**

**770-575-4697 (Office)**

**404-259-9149 (Cell)**

**Email: [info@atlantaareapm.com](mailto:info@atlantaareapm.com)**

