



Complete home observation report with recommendations as to additions/modifications to maximize marketability

Professional real estate photography to highlight your home

Advanced marketing including national and local websites, conventional MLS listing, exclusive vendor relationships and more

Tenant screening and relationship development

Creation and execution of REALTOR® Association-Approved lease

Monthly rent and fee collection

Owner liaison for tenant concerns and issues

Maintenance/repair scheduling and oversight

Coordination of check in and check out procedures including property condition review

Coordination of routine maintenance and cleaning between tenants

Monthly property visit when vacant (see 2nd home non-rental program)

Additional Concierge Items as requested such as HOA liaison, freshening home prior to owner visit/stay, grocery, climatization, etc

Monthly account reconciliation and statements with electronic accounting and electronic payments

Exclusive seller and referral incentives



LANDLORD'S CHECKLIST

- Collect All Keys and Remotes
 - Note mailbox number
 - Parking Space Number (if applicable)
- Ensure Systems Function
 - Replace Burned out Bulbs
 - Replace A/C Filters
 - Remove all personal belongings
 - Ensure Smoke Detectors are less than 10 years old
- Notify HOA of New Management
- Forward Your Mail and Provide Forwarding Address
- Establish a PO Box with Forwarding Service (if applicable)
- Provide Home Warranty Information (if applicable)
- Signed W-9 for Annual 1099
- Bank Account Information for E-Check System
- Homeowners Insurance Info (Add our firm as Authorized 3rd Party)