

List of Services

- Attending daily telephone calls, emails, and fax enquiries
- Timely rent collection
- On call 24/7, 365 days per year for any maintenance issues
- Organizing keys for viewings, maintenance assessments and repair vendors
- Collection of late rent through various legal means
- Lease enforcement with tenants
- Organizing maintenance repairs and quotes
- Administering rent and security deposits through the trust accounts
- Electronic funds transfer to Owner's account
- Copying/scanning invoices
- Filing legal notices, when necessary
- Water Report Check (verifies tenants are paying the water bill)
- Preparing calendar monthly statements for property owners and collating supporting information for the owner's statement
- Preparing annual year end income/expense statements and 1099 IRS forms
- Organizing utilities to be turned on and off if properties are in LLC
- Regular follow up with maintenance contractors and tenants
- Processing notices to vacate or to renew lease
- Conducting move in and move out inspections
- Lodging security deposit claims in accordance with Landlord/Tenant Laws
- Liaison with and assist with our sales brokerage firm, when required
- Maintaining a staff of highly skilled and trained professional property managers
- Maintaining a professional office with the latest technology and property management tools in the industry
- Rental Registration Evaluation