



**RAMENDU
REALTY**

"Real Estate is our passion"

Property Management

BEYOND THE PURCHASE

Services Included:

- Evaluation of property to determine an accurate market rate
- Marketing the property on MLS, Zillow, Trulia, social media, etc.
- Inspections
- Top quality tenant screening procedures
- Move-Ins/Move-Outs
- Rent collection
- Maintenance request management
- Legal action guidance (if needed)
- Financial record keeping and property report access



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Evaluation of Property, Marketing, and Inspections

1. Comparing current market rate for similar properties in the area to determine the best rate for your property.
2. Perform a detailed inspection of the property's interior/exterior with photos included.
3. Maximizing monthly rent by offering cosmetic/repair suggestions.
4. Listing property on all advertising platforms.



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Tenant Screening

1. Performing prequalification check to determine sufficient income, reason for relocating, rental history, number of occupants, pets, etc.
2. Performing a high-quality criminal background, credit, and eviction history check.
3. Meeting with prospective tenants to determine if they are the right fit for your property.



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Move-Ins/Move-Outs

1. Upon selection of a tenant, we complete the following:

- Residential lease agreement drafting
- Confirmation of lease terms and conditions
- Ensuring all documents have been properly executed
- Gathering detailed move in inspection reports from tenant
- Collecting security deposits, pet deposits, and rental income

2. Upon Move-Out we provide the following:

- Inspection of the property's condition
- Make sure property is clean and order any repairs if needed
- Deduction and itemization of any repairs needed
- Security deposit return
- Re-key between tenants
- List property for rent



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Monthly Rental Income Collection

1. All rents are due on the 1st and considered late after the 3rd.
2. Tenants can pay electronically via a tenant portal.
3. Once rent has been collected it will then be transferred to you via EFT.
4. We enforce collection of any past due rent, HOA fines, etc.



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Maintenance Request Management

1. Tenants can request repairs electronically via tenant portal.
2. We are responsible for determining the difference between owner required repairs vs tenant required repairs.
3. Provide and oversee any maintenance crews.
4. Establish preventative maintenance policies such as: AC , appliance, etc.
5. Maintain and monitor any emergency repairs.
6. We will gather multiple repair bids and make the most cost-effective choice.



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Guidance for Legal Action

1. We will work closely with our legal representation who specializes in landlord/tenant cases.
2. Advise appropriately regarding any legal dispute.
3. Eviction, notice, pay or quit services.
4. Abide by the latest local, state, and federal property codes.



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Financial Record and Report Keeping

1. As an owner, you will have 24/7 access to your property's financials which will include, but not limited to the following:
 - Security deposit liability
 - Monthly rental income
 - Repair cost
 - Management fees
2. Access to all documentation such as: leases, management agreements, inspection reports, paid invoices, etc.
3. We will provide annual reports and a 1099 form.



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<https://www.facebook.com/RamenduRealty>

https://www.instagram.com/ramendu_realty/

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