



**Property
Management**

BELOW IS A LIST OF AVAILABLE PROPERTY MANAGEMENT SERVICES OFFERED BY ALL IN REAL ESTATE INC. PROPERTY OWNERS MAY CHOOSE THE SERVICES THEY WOULD LIKE THE COMPANY TO PERFORM FOR THEM. COST OF PROPERTY MANAGEMENT SERVICE DEPENDS UPON THE SCOPE OF SERVICES SELECTED.

Property Management – Responsibilities to Include:

Vacant Home

Advertise available home (Facebook, local media, etc.) (cost would be at owners expense)
Respond to interested applicants / mail them applications
Keep track of the status of applications mailed (returned or not returned)
Show home to interested individuals (as requested)

Moving Out

Communicate cleaning expectations to tenant approx. two weeks prior to move out date
Remind tenants to contact Post Office, Electric Company & Cable TV (if applicable)
Remind tenant all trash must be put out for pick up (no furniture)
Make arrangements to get all keys returned
Note tenants forwarding address
Perform move out inspection, note any damage or unclean areas
Take photos and put them into tenant file
Schedule additional cleaning and repairs to be completed (as needed) (cleaning fee & repairs at owners expense)

Moving In

Remind tenants to contact Post Office, Electric Company & Cable TV (if applicable)
Schedule pre-move in cleaning and provide cleaning checklist (if was not done previously)
Schedule day/time to meet new tenant at the home
Give tenant keys to the home
Have tenant sign all move in paperwork (lease, rules, etc.)
Collect deposit, first month's rent and pet deposit (if applicable)
Explain how to handle maintenance requests, cleaning expectations, trash pickup, etc.

Ongoing / Daily / Weekly:

Answer calls from tenants as they are received (During office hours if non-emergency, after hours if emergent)
Coordinate repair requests with Maintenance person
Collect monthly rent/security deposits and deposit funds at the bank (into owners account)

Drive by / walk around homes: (frequency TBD by owner and property manager):

- ensure lawn/snow/trash is being taken care of as scheduled
- no unidentified vehicles parked outside regularly

Handle tenant complaints:

- listen to and understand tenant complaints – communicate to resolve problems before they escalate
- work with law enforcement on disturbances, property damage, suspected illegal activity, etc.

Office Misc:

- Complete paperwork and background checks on applicants during the application process (at owners expense)
- Ensure utilities are changed in/out of tenant/owner names
- Pay operating bills (utilities, water/sewer, trash, etc.)
- Bank accounts – track deposits, balance bank accounts
- Send monthly reports and status updates to owner(s)