

*Starts Property Management Services. Custom packages to fit your needs.  
Choose our full service package or pick only the services you want.*

**Tenant Search & Screening Services**

- Market survey, property advertising, property showings
- Tenant screening, including background and credit check
- Execute lease agreement and other required documents
- Move-in/move-out walk through inspection and report

**Leasing Services**

- Efficient rent collection
- Tenant delinquency action, incl. evictions, as needed.
- Monthly income statements
- Separate client trust account for security deposit

**Property Management Services**

- Bill payment services
- Cleaning ▪ repair ▪ renovation estimates & coordination.
- Vacancy services: ventilate & inspect rooms, appliances.
- Emergency property checks and arranging clean up or repairs as needed.
- Obtain property insurance estimates and coverage.
- Single family homes: Coordinate yard services ▪ pool services

**Tax Services**

- Tax preparation and consulting (state, federal, income, general excise, transient accommodations, etc.)

**Complaint Prevention and Troubleshooting**

- Foster good relations with neighbors and owner associations

**Real Estate Brokerage Services**

- Market survey and appraisal
- Sales: Property marketing, advertising, staging, and showings
- Purchase: Property scouting and market analysis
- Present offers to the buyer or seller , negotiate a settlement price and represent each party at the settlement.
- Assist buyer in obtaining financing.



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※Please contact us for a free consultation.