
Rental Property Management Package

Property Management Realty Inc. (PMR) is a full service property management company. We specialize in Rental and Condominium / HOA Property Management as well as commercial properties. Our staff is comprised of licensed real estate professionals that are experienced in all aspects of property management.

Property Management Realty Inc. provides programs and policies designed to address the challenges associated with the residential rental market. Our structured approach ensures that critical details of leasing and management compliance are addressed.

Our full rental service management includes rent collections, evaluation and management of existing on-site staff (25 units and over), rental surveys, tenant screening, leasing, property maintenance coordination, property inspections, financial record keeping, bill paying, lease provision enforcement and tenant access to 24-hour emergency service. We make owning your property simple and only require you to read your monthly statement and receive your monthly check.

Why use PMR? We constantly evaluate the latest technologies in an effort to improve the level of service we provide to the residents and owners of the apartments we manage. We embrace those technologies that help us to communicate more effectively, reduce operating costs and make it easier for our owners and residents to interact with us.

Property Management you can trust !

contact@pmrmanagement.com

Rental Property Management Package

Property Management

- Rent collection
- Monthly financial reporting to building owners
- Comprehensive financial management
- Processing and payment of operating expenses
- Negotiation of contracts and contract renewals with subcontractors and vendors
- Negotiation of all lease renewals with tenants
- Leasing of apartments
- Preventative maintenance
- Insurance and real estate tax monitoring
- Capital improvement supervision
- After hours answering service

Building Maintenance, Operations and Repairs

- All automated building control systems
- Electrical systems (Including lighting control systems)
- Elevators
- Heating / HVAC System
- Fire / Life Safety Systems
- Mechanical systems and equipment
- Plumbing
- Pest Control
- Exterior maintenance (i.e. masonry, roof and porches)
- Disaster Management
- Emergency Generators

Building Services

- Bidding selection of suppliers of services and materials
- Business / Disaster Recovery
- Development and management of preventive maintenance program
- Financial control and expense reporting
- Janitorial and cleaning
- Management and supervision of subcontractors and subcontracts
- Ongoing risk assessment and evaluations
- Window maintenance

Rental Property Management Package Overview

Risk Management

Our management insurance includes General liability, Fidelity Bond, Errors and Omissions, and Workers Compensation. Additional information will be supplied upon request.

Knowledge and Experience

Our licensed staffs of Property Managers have extensive experience and knowledge of all aspects of residential and Condominium / HOA Management. We also have extensive experience in managing the day-to-day operations and contracting for all types of maintenance and repairs. This includes but is not limited to asphaltting, painting, roofing, masonry, landscaping, HVAC and formulating a cost-effective preventive maintenance program for all physical components of the property.

Rules and Regulations Enforcement

Develop an effective yet enforceable set of rules for all tenants to live by within the building. Implement a clear and concise procedure to be followed in the event a rule or policy is violated.

After- Hours Emergencies and Complaints

Property Management Realty is open 6 days a week: Monday through Friday from 9:00 AM To 5:00 PM and Saturday from 10:00 A.M. To 2:00 PM. All evenings and weekends are monitored through a 24- hour, 7 days a week call service, and internally the office is equipped with a state of the art voice mail system. Emergency calls are handled by immediately contacting the appropriate personnel. There are additional backup personnel in the event an individual cannot be contacted.

Frequency of Property Inspections

Inspections by the Property Manager are performed biweekly in addition to daily maintenance by janitorial personnel.

In the event contracting work is taking place, frequent inspections will be made in order to assure that contract specifications are being met and site cleanup is done properly.

Preventative maintenance

Preventative maintenance is the most important aspect of the overall maintenance program. At the onset of the management contract a preventative maintenance program will be developed, monitored and updated on a regular basis. The program will include all the assets of the property including boilers, HVAC, building envelope, emergency systems, equipment and all other common areas.

Communication with Residents

At Property Management Realty we believe that communication is the key to harmonious living. Through newsletters and memorandums, emails and other forms of correspondence, our Property Managers make every effort to keep all your tenants informed of any projects or work going on at the property.

Information Technology Systems

Property Management Realty utilizes industry specific software technology products that allows PMR to incorporate all aspects of managing your property including accounting, property management and maintenance and facilities management within one system. The benefit of having everything in one system allows for greater efficiency and access to information.

Contract Overrides

We will be happy to work extensively or exclusively with current contractors, and if asked, make suggestions or recommendations to existing contractors.

Delinquency Procedures

Late notices are delivered on the 7th of each month for all tenants that still owe rent. A second late letter is delivered on the 15th of each month.

A Landlord's 5-Day Notice is delivered to all tenants that owe rent near the close of any given month.

In addition to the above, our rent collection department uses a proven telephone collection procedure in order to insure that all rent is paid in full. Legal counsel is available in the event that a tenant should choose not to pay rent.

Parking issues and enforcement

Management makes the following recommendations:

- Visible signage throughout the property designating "Parking" and "No Parking" areas
- Parking policy guidelines distributed to each tenant with a written acknowledgement of receipt from each tenant.
- Strict enforcement with no irregularities

Operating Manual for the Property

- Management will develop an operating manual that will contain the following:
- All information regarding staffing and personnel
 - Required maintenance detailing preventive work and a list of current vendors
 - Current set of Rules and Regulations
 - Copies of all contracts relating to the property
 - All procedures and policies implemented

Management fee structure

- All fees are typically based on a percentage of the gross monthly rent and will be provided upon request of a specific proposal.
- All advertisements for apartments are placed by our leasing department and paid for by the building.

We are continually expanding our company and looking for clients to move their investment portfolios into our trustworthy hands. You will not be disappointed with the service, the people working with you, and the profits. Our management services allow you to reap the rewards of owning property while our experts manage and maintain your investment. This is why "***We make owning property easy!***"

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