



## The Benefits of Using a Property Management Company

Property Management requires a large commitment of time and effort. There are many facets to a comprehensive rental management plan; working with a professional Property Manager is the best way to ensure maximum return on and care of your investment.

A good property manager will conduct a thorough market study to set a rental price for your property. This allows you to achieve the perfect balance between getting the most monthly income you can while maintaining occupancy.

A property manager will know exactly where to market your property and how to advertise. This is a significant advantage when it comes to filling your properties quickly and finding the right tenant. Securing a financially stable and trustworthy tenant can be a difficult process, but a property manager will secure criminal background checks, credit reports, employment history, and previous landlord references to provide you with peace of mind.

A property management company will manage all aspects of the tenant-landlord relationship. From lease preparation to routine and emergency maintenance hiring, a property manager saves you time and money. Property Management companies provide detailed income and expenses reports every month, as well as documents needed for taxes, to keep you organized and save you from book-keeping headaches. Additionally, property managers will also manage your security deposit funds and have efficient systems in place to effectively collect rent and maintain on-time payments.

There is a multitude of applicable laws and regulations to abide by when renting and maintaining your rental property. These include local, state, and federal regulations, as well as fair housing regulations. A property manager can help you avoid lawsuits by keeping your property up-to-date and in compliance with regulations and laws.

Maintenance and repairs are a critical component of property management. Finding reliable handymen and contractors can take a while, and in the meantime, you may unknowingly hire people that are unethical, uninsured, do poor quality work, or overcharge. A good management company will connect you with trusted, vetted vendors.

At Caron B Realty International, we go the extra mile to help every one of our clients have the most positive outcome and least stressful experience. Our Concierge Rental Management Services will handle every detail of maintaining your investment.



## Caron B Realty International

Caron B Realty International is proud to be celebrating 24 years in the business. Backed by state-of-the-art technology and dynamic management, our seasoned specialists are poised to provide maximum results tailored to your personal needs.

We understand that you are accustomed to the very best. We remove stress from our clients' lives to make the often complicated and challenging process of renting a home as easy as possible. We go beyond the normal boundaries of service to connect clients to members-only organizations and vetted vendors to ease the process of renting your home. We update our vendor list every week. We assist with everything from pre-renting services to painting and utility setup.

Our property management team is led by Doug T. Davis, Broker-in-Charge of Caron B. Realty. Doug has over 40 years of experience in real estate and has a wealth of knowledge to share. He excels in solving potential problems and can guide you through any type of real estate transaction or property management issue. Doug's local knowledge and his astute understanding of ever-changing laws are strong assets. Doug is a member of the National Association of Residential Property Managers (NARPM). Doug takes numerous continuing education courses every year and stays current on all local, state, and federal housing law changes.

Doug is assisted by Julie Eggers, agent and property manager. Julie serves as the Client & Concierge Coordinator for the Property Management Department at Caron B Realty. Julie works closely with Doug to advertise our available rentals and perform background checks on applicants. She coordinates with necessary vendors to schedule maintenance and repairs of all properties. Julie helps to facilitate billing and payments for our property owners and tenants. In addition, she helps to resolve any problems with the rental properties or issues that tenants or owners may encounter.

Our goal is to provide extraordinary client service. Below is a testimonial from a client and an overview of the property management services you will receive when you allow Caron B Realty to manage your rental property.

*"I would like to thank you for your great work in managing our condo. You have made it relatively stress free for us and we appreciate your skills with rent collection, deposits, inspections, problem solving and communication with our tenant." - J. G. Property Owner*



## Pre-Rental & Marketing Services

- Market research is done to set rental price
- Repairs and upgrades are attended to
- Property photographs and a video walk-through are taken
- Property is listed in MLS this syndicates to 80 other websites.
  - List Hub: <https://www.listhub.com/publisher-list.html>
- Property is listed on the Rental Availability list for our office and on our website at <https://www.caronbrealty.com/propertymanagement/>
- Property is listed on other rental websites:
  - Craigslist
  - Facebook Marketplace
  - AHRN, available to members of the military
  - LuxuryHomes.com (*if applicable*)
- An informational card is posted on the building's bulletin board (*if applicable*)
- A fact sheet is created for showings and open houses
- "Showing Availability" email blast is created and sent to our agent database or the agents who represent specific markets
- Just Listed postcard sent to demographic database (*if applicable*)
- Sunday rental ads in the Star Advertiser (*Owner's expense*)

## Filling Vacancies & Background Checks

- Handle inquiries and coordinate private showings
  - Photos and videos are sent to potential tenant before in-person showings are conducted
- Office team available daily in the office and via cell phone to answer questions
- Comprehensive background checks to screen applicants for credit history, multi-state criminal history, contact past landlord, rent payment history, and income and employment verification
- We follow banking industry standards regarding credit scores and loan worthiness to determine rental worthiness, while remaining compliant with the Fair Housing Reporting Act (FCRA)
- Lease preparation and virtual signing
- Move-in inspections



## **Ongoing Tenant & Property Management**

- Receive maintenance requests
- Coordinate maintenance and repair work with vendors. We have a trusted list of several maintenance vendors ready to handle any repairs in a timely manner.
- Handle tenant problems, conflicts, and evictions, if required
- Lease renewals and move-out inspections
- Property inspections at least twice a year
- Our property managers participate in continuing education courses and are always up-to-date on the latest laws and best practices
- Owners receive monthly and annual statements

## **Digital Platform for Management**

We have a professionally designed, custom online portal we use to manage properties and tenants. Tenants can pay their rent through the website, which allows us to process these payments and your rental income much faster. Tenants can make supplemental payments anytime during the month rather than waiting for the first of the month. Owners can receive any vendor invoices quickly directly through the website. One of the biggest benefits of the program for property owners is that it keeps track of all their account and tax documents needs. When it comes time for taxes, we can send you all statements, invoices, and year end statements. All accounting is verified by an independent bookkeeping service, at our cost.