

FITCH PROPERTY MANAGEMENT SERVICE SUMMARY

- Meet with owner to understand their needs, property history and condition
- Arrange any deferred maintenance work if necessary or desired
- Take quality, wide angle pictures of property interior and exterior
- Document appliance model and serial numbers
- Gather local information on schools, parks, transportation
- Place ads on various sites highlighting benefits of leasing property
- Show property personally – I know it best (no “self-showings” or robots!)
- Receive applications, conduct credit check, employment verification, etc
- Review applications with owner if desired
- Prepare rental agreement and appropriate disclosures and addendums
- Collect monthly rent and security deposit and place in separate accounts
- Prepare walk through with new tenants documenting property condition
- 24 Hour emergency on call service
- Coordinate appropriate maintenance and payment
- Monthly drive-by inspections, yearly interior inspections
- Collect and scan all expense receipts
- Monthly and yearly statements to owner
- Distribute notices to tenants as necessary
- Pay owner bills as desired
- Coordinate eviction if necessary
- Conduct move-out inspection; re-key locks if desired
- Over a decade of property management experience
- **Focused on maximizing owner cash-flow and minimizing vacancy**

Standard Fee

- Flat percentage of gross rent (7%)
 - 50% Lease up fee
 - No set-up fee; No fee if vacant; No vendor mark-up

Property Management remains a relationship-based business. Frequent, open and honest communication is the cornerstone of my business.

Alan Fitch

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