

The PSMG Property Management

Fee is 8% of the monthly rent (negotiable, depending on the services required/needed)

Rent collection:

- Send monthly rental payment invoices to tenants
- Collect rent from tenants and send monthly receipt to owner
- ACH transfer money directly into owner's account of choice (1 day delay)
- Follow up on all late payments and/or non-payment
- Coordinate 5 day notice and eviction process if needed

Maintenance:

- Coordinate all maintenance related issues with tenants
- Select vendors or work with owner-supplied contacts
- Pay all vendors directly out of PSMG account (deduct from following month's transfer/payment to owner)
- As required, supervise all work being performed
- On-staff handyman can quickly address many issues as they arise

Move-in / Move-out Process:

- Handle tenant "move-in" process including the delivery of keys, garage door openers, etc. and completion of "move-in" condition report
- Handle "move-out" process including coordination of cleaning, painting and other maintenance required to prepare the unit for new tenant

Communication

- Handle any and all tenant requests, questions, etc.
- Seek approval from owner, when required, on any maintenance issues
- Send yearly accounting statements as requested
- Work with tenants regarding any lease issues, including extensions