



# GUENTHER

## PROPERTY MANAGEMENT

### **Scope of Service**

**Our goal is to have HAPPY Tenants & HAPPY Owners by providing Excellent Services, Increasing Income and Value (Cap Rate) of the Property.**

#### **I. Bookkeeping**

- Accurate monthly statement
- Provide detailed monthly P&L
- Access owner's portal online
- On demand bank account reports

#### **II. Communication**

- Easy to get a hold of via phone, text or email
- Quick response time
- Direct contact to key people
- Hear your needs and strive to accomplish them

#### **III. Legal**

- Held accountable by NARPM/Landlord Association
- Follow Fair Housing/ Discrimination Law
- Manage eviction process
- Peace of mind on legal issues with tenants

#### **IV. Leasing and Marketing**

- Analyze accurate market rent for each property
- Accessible mobile line by professional leasing agents
- Post vacancies on over 100 best rental sites
- Elegantly staged marketing photos & videos
- Professional unit tour for each individual prospect
- Place qualified tenant through accurate screening

#### **V. Property Value Enhancement**

- Reduce operation cost
- Efficient and effective maintenance services
- Routine proactive preventative maintenance
- Quality TI/capital improvements
- Cost effective vendor management
- Fast & quality turnover time

#### **VI. Tenant Management**

- Available 24/7 maintenance emergency line
- Enforce tenants lease agreement
- Landlord Tenant Law
- Access tenant ledger/online rent payment
- Attain high quality customer service needs