



Property Management Services For Owners/Landlords

Below is a list of our standard property management services for property Owners/Landlords:

Leasing

- Advertise rentals including a property Web address (i.e., 111AStreet.info) for marketing.
- Provide Internet advertising including CraigsList, Postlets, vFlyer, and CapitolOaksPM.com
- Answer phone inquiries about vacancies
- Show vacant units
- Accept rental applications
- Run credit and background checks
- Present screened applications to Owner
- Collect initial rent and deposits
- Negotiate rental leases
- Sign leases and sign property condition checklist
- Provide required disclosure forms to tenant

Turnover

- Inspect and photograph property upon tenant move-in and move-out
- Order and supervise the general cleaning of property upon tenant move-out
- Order and supervise any additional cleaning including, floors, flooring, cabinets, counter tops, sinks, stove, oven, refrigerator, bathtubs, showers, toilets, and plumbing fixtures as approved by Owner
- Order and supervise any painting and repairs including, floors, flooring, cabinets, counter tops, sinks, stove, oven, refrigerator, bathtubs, showers, toilets, plumbing fixtures, doors, windows, window coverings, and mini-blinds as approved by Owner.

Collections

- Collect rents and other fees when due
- Sign and send rent receipts
- Maintain rent-collection records for Owners review
- Inform Owner of late rents
- Prepare late rent notices
- Serve, or have served, all notices including late rent, pay or quit, unlawful detainers, rent increases, lease violations, tenancy termination notices.
- Deposit collections in bank.

Payments (Optional)

- Pay utilities if Bill Pay or EFT information provided by Owner
- Pay HOA dues if Bill Pay or EFT information provided by Owner
- Pay trades people as authorized by Owner
- Other payments as requested and authorized by Owner

Property Management Services

916.238.2150 - Office
916.760.0841 - Fax
916.258.7197 - Maintenance
www.CapitolOaksPM.com
PM@CapitolOaks.com



Property Management Services For Owners/Landlords

Maintenance

- Conduct regular drive-by inspections
- Conduct semiannual interior inspections
- Provide reports of maintenance activities, repairs, and expenses to Owner
- Replace exterior light bulbs in accessible areas
- Order the cleaning of grounds, stairs, decks, patios, facades, driveway, and sidewalks as approved by Owner
- Order Lawn care and landscape maintenance as approved by Owner

Repairs

- Accept tenant complaints and repair requests
- Inform Owner of maintenance and repair needs
- Categorize and maintain log of tenant complaints and provide Owner and tenant access to maintenance requests and activity log.
- Order and supervise general maintenance and repairs including plumbing, garbage disposal, faucets, toilets, appliances, windows, doors, cabinets, heat, air conditioning, and electrical.
- Key replacement
- Coordinate repairs with contractors as needed

Communications

- Provide Owner with a current status of property and account balances.
- Provide emergency contact number to tenants and respond as necessary.
- Consult with Owner on job priorities and provide status reports.
- Submit receipts, invoices, and estimates to Owner detailing activities, materials purchased and work performed.
- Office hours are 8-5, Monday-Friday, excluding federal holidays.

- ❖ All services are negotiable.
- ❖ Online access to account information provided by arrangement with Owner.
- ❖ We encourage tenants to pay via electronic funds transfer or bill pay.

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