



**AssuredPropertyManagement**

## **SINGLE HOME/ UNIT MANAGEMENT**

ASSURED PROPERTY MANAGEMENT provides local homeowners peace of mind to manage their homes or rental property

### Service Includes

- Invoicing of Tenant(s) Monthly
- Bill Paying
- Tenant Relations Management
- Financial Reports to Owner (frequency based on your needs)
  - Financial Reports: Balance Sheet, income statement, general ledger report, check register, cash journal, reconciliation report, activity reconciliation report, aged receivables and aged payables.
- Annual Financial Reports to Owner
  - End of Year Reports: cumulative general ledger, cumulative aged receivables and cumulative aged payables and the budget for the upcoming year.
- Set up and Maintain Separate Property Checking Account at a Local Bank
- Quarterly or Monthly excess funds sent to Owner
- Attention to Property Focused on the Owner's Financial Objectives
- Selected Services as Requested below

### Communications & Control

Phone, fax and email facilitate easy communication from any distance

Dollar thresholds for repairs and maintenance allow owner's greater control

### Service Fee

Basic Monthly Fee: 10% of monthly rental (\$150.00 min.) plus postage for forwarding mail /any reports

### Additional Services Available

Maintenance Services –pay directly for contractor services

Rental of Unit – Brokerage fee is one month's rent for a year's lease, plus advertising costs

Credit Check of Perspective Tenant - \$35 per transaction (billed to tenant)

Insurance Claim Handling

Construction Management – Major construction requested in the owner's absence

### Getting Started

Review and sign our management agreement

Owner changes address to ASSURED PROPERTY MANAGEMENT address for billing, etc.

Owner provides a complete set of keys to the property

Owner would add ASSURED PROPERTY MANAGEMENT as an additional insured on their homeowner policy

Provide emergency contact information

Provide a checklist with any pre-requested maintenance work

Provide personal Bank deposit envelopes (if necessary)

Open separate account with \$300 for maintenance emergencies plus pay 1<sup>st</sup> month's mortgage payment