



## PROPERTY MANAGEMENT

### *SCHEDULE OF SERVICES*

#### **Leasing Services**

The leasing process occurs whenever the property becomes vacant or when a lease renewal is warranted.

- Analyzing the current market conditions and setting the correct rent.
- Preparing the property to be in rent ready condition. This includes obtaining bids and authorizing work through the owner, at the owner's expense.
- Marketing the property in an array of advertising venues that may include, but is not limited to or required to using signage, rent list distribution, call capture marketing, referral networks, flyers, internet advertising, and use of the Multiple Listing Service.
- Showings of the property to prospective tenants through leasing agents.
- Complete a thorough application process including a credit report, national criminal background check, eviction history check and/or checking prior landlord references and employment history.
- Conduct a move-in conference with the new tenants where the tenant receives a package from Revelation Real Estate.
- Obtain a move-in checklist from tenant to document the property's condition at or shortly after move in.
- Upon expiration of the lease, Revelation Real Estate will execute a lease renewal with the tenant, if possible. At that time Revelation Real Estate will review the rent and make any adjustments as necessary.
- Complete a post move-out inspection to document the property's condition

#### **Monthly Management**

Revelation Real Estate is a full service management company and we cater to clients who don't want to be directly responsible for managing and keeping up to date with the knowledge of state and local laws. We take much of the worry out of it for you. The professionals at Revelation Real Estate handle a comprehensive list of the aspects of managing your property including, but not limited to:

The Spectrum Group at Revelation Real Estate \* 2301 South Stearman Chandler 85286  
(480) 382-0115 – Office \* (888) 395-3558 – Fax \* [spectrumgroupaz@gmail.com](mailto:spectrumgroupaz@gmail.com)  
[www.spectrumgroupaz.com](http://www.spectrumgroupaz.com)

- Thorough and disciplined rent collection procedures
- Monthly Income & Expense Statements
- Access to 24-hour online account information to the Owner.
- Issuing and tracking of five day notices to tenants.
- Direct payment of the monthly income into your bank account.
- Comprehensive client account services.
- Comprehensive maintenance administration including emergency maintenance service.
- Collecting taxes from tenants and paying city taxes.
- Handling of all tenant relations including but not limited to online access to tenant portals.
- Coordinating directly with your Homeowners Association and coordinating any violations.
- Working with attorneys to handle evictions and abandonments if applicable. (attorney fees extra)
- Move out process administration including inspection, maintenance bids and security deposit refunds.



Owner Initials \_\_\_\_\_

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