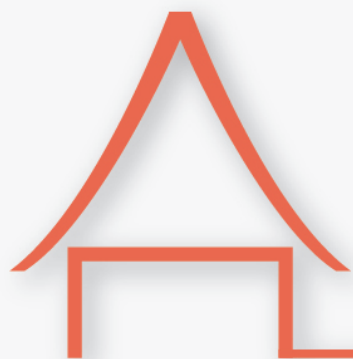


www.bayareapm.com



BAY AREA Property Management

Right at Home



our mission

Bay Area Property Management is a family-owned and operated leasing and property management company committed to delivering top quality service with a personal touch.

We believe the best way to care for our owners' investments is by taking the time to know the people and properties that make up our business. We know our owners, we know their properties and we know our tenants.

We would welcome the opportunity to work with you!

PROPERTY MANAGEMENT

- ▶ **RENT COLLECTION**
- ▶ **COMPLETE MAINTENANCE OVERSIGHT**
 - 24/7 Coverage For Emergencies
 - Recommend, Coordinate and Supervise Reliable, Licensed and Insured Vendors (No overhead fee to owners)
- ▶ **REGULAR PROPERTY SURVEYS (EXTERIOR AND INTERIOR)**
- ▶ **HANDLE ALL TENANT ISSUES AND COMMUNICATIONS**
- ▶ **SERVE LEGAL NOTICES, PROCESS EVICTIONS AND COLLECTIONS AS REQUIRED**
 - No Additional Charge for Court Appearances (Legal fees paid by owner)
- ▶ **FINANCIAL MANAGEMENT INCLUDING:**
 - Paying Mortgage, Insurance and Property Taxes
 - Paying Utilities, HOA and Other Services ie: Gardener, Pool, Security System
 - Monthly Owner Financial Statements
 - Year End Income & Expense Statements and 1099 For Tax Filing

Management and leasing services are offered individually or combined.
Fees available upon request.

LEASE ONLY/TURNOVER

- ▶ **INITIAL INSPECTION & COORDINATION OF WORK REQUIRED TO GET PROPERTY "RENT READY"**
 - Recommend, Coordinate and Supervise Reliable, Licensed and Insured Vendors (No overhead fee to owners)
- ▶ **DETERMINE RENTAL PRICE BASED ON MARKET ANALYSIS**
- ▶ **ADVERTISING**
 - Drafting, Posting and Updating
- ▶ **SHOWING**
 - Showing Property by Open House and Individual Appointment
- ▶ **TENANT SCREENING AND SELECTION**
 - Credit, Income and Rental History
- ▶ **MOVE-IN INSPECTION OF THE PROPERTY**
 - Includes Photos
- ▶ **EXECUTION OF RENTAL/LEASE AGREEMENT**

ADDITIONAL SERVICES

- ▶ **PROPERTY SALES PREPARATION COORDINATION AND OVERSIGHT**
- ▶ **PROJECT MANAGEMENT OF CAPITAL IMPROVEMENTS INCLUDING REMODELS AND RENOVATIONS**