

PROPERTY MANAGER JOB DESCRIPTION

Our Property Manager shall demonstrate strong interpersonal skills, delegate work, communicate, and work efficiently.

What you can expect:

- Monitor landlord/tenant relationships.
- Periodically meet with tenants.
- Monitor lease terms, including expiration dates, rental increases, option periods etc.
- Monitor services being provided to each property, including gardeners and maintenance personnel.
- Monitor all tenant rent collections.
- Obtain bids and oversee repairs as necessary to maintain property in its proper rental condition.
- Approve expenditures of up to \$250 for each property, and obtain owner's approval on expenditures over \$250 except in an emergency or otherwise agreed in writing.

TESTIMONIALS

"As property owners, we are greatly pleased with the service provided by CalRes, and by Peggy Alderman in particular. Peggy's attention to our rental property gives us great peace of mind. The devil is in the details and this company handles everything with great care. We do not hesitate to recommend CalRes to other property owners."

Encinitas Owner, Managing Property since 8/08.

"We did not know where to start since this was our first time with a rental property. CalRes guided us through the whole process. They took care of everything from marketing, screening potential renters and managing the remodel of the home to prepare to rent. Our house was rented in less than a month! I would highly recommend CalRes!"

La Costa Owner, Managing Property since 4/12.



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Property Management Services

Managing your property as if it were our own.

At California Residential Consulting we pride ourselves in our comprehensive property management services = “*Managing your property as if it were our own*”.

Our full service management includes:

- Inspection of your property.
- Offer advice as to the current market, rent ability and its competitiveness in the marketplace.
- Marketing.
- Screening of prospective tenants.
- Well written leases.
- Handle security deposits.
- Address maintenance issues and supervise repairs.
- Advise both owner and tenant of the need for proper insurance and maintain information in file.
- Provide monthly owner statements and cash flow reports.
- Provide annual cash flow report and 1099.
- Keep you informed of any changes by the California Department of Real Estate that affect homeowners.

SCHEDULE OF SERVICES PROVIDED

- \$250 Owner’s reserve fund.
- Eight percent (8%) of collected monthly rents.
- Management fee of \$50.00 per month, per unit when vacant.
- Lease fee/new tenant placement, one-half (1/2) of one month’s rent.
- Supervision available at fifteen percent (15%) of invoices.
- \$150 plus legal and related costs for overseeing eviction process.
- \$150 for appearance in small claims court.
- Plus any legal fees incurrent.
- \$99 Annual Preventative Maintenance Inspection.

MARKETING PLAN

- Place on our web site, MLS, and approximately 25 other web sites.
- Prepare flyers - printed and electronic.
- Follow-Up with agents and clients who viewed your property.
- Keep you informed of activity and status.
- Keep you informed of any pertinent changes in the current market place.
- Negotiate the rental agreements.

GOAL OF ANNUAL PREVENTATIVE MAINTENANCE INSPECTION

Inspect property on an annual basis to monitor property maintenance with focus on early detection of any possible defect caused by normal wear and tear, water instruction, mechanical failure or pest infestation. Establish preventative maintenance practices to minimize property damage from system failure, defect, damage or exposure to moisture.

The Annual Preventative Maintenance Inspection will cover the following:

1. Check kitchen, baths, laundry closet and garage for possible leaks,
2. Open & close all shut off valves to plumbing fixtures under sinks, water heater and main shut off from street to house.
3. Ensure dryer venting is free flowing with no blockages.
4. Check the attic.
5. Check all caulking around kitchen sink, bathroom sinks, and tub/shower surrounds and laundry sink.
6. View and inspect overall condition of interior walls, carpet and overall condition of property in general.
7. Check for leaking hose bibs and hose attachments.
8. Drain hot water heater to remove any sediments.
9. Check toilet flushing mechanisms and shut off valve for proper operation.
10. Check the appliances that are owned by the landlord & included in the lease for proper functionality.
11. Check electrical panel and electrical outlets.
12. Check smoke detectors/carbon monoxide detectors.
13. Check all screens - windows and sliders.
14. Check exterior of the house & irrigation system.
15. Check furnace filters.
16. Take photos of maintenance items and/or repairs, if recommended.
17. Provide written report with photos to owner with an estimate for the repairs.

