



Ask about our
referral program



Formulate a property management plan with different levels of service that will achieve your personal investment goals as the property owner. Each day we strive to act as an extension of your management philosophy and goals.

- Market your property aggressively by providing a thorough rent evaluation and comprehensive multimedia effort in placement of tenants.
- Thoroughly qualify prospective renters by utilizing investigative-quality application processing.
- Provide safe and clean residences for renters.
- Conduct comprehensive inspections of your property, inside and out. Minimize the day-to-day expenses of management and maintenance by careful and routine property inspections, planning and maintenance scheduling.
- Be available via round-the-clock for maintenance management.
- Communicate with the tenants.
- Promptly collect and account for all funds through timely collection of rent. Generate a monthly cash flow report mailed along with the proceeds from that month.
- Constantly evaluate the rental market to maximize your income.
- Implement all maintenance and capital improvements developed by owner
- Keep you informed - owner input is encouraged and always welcomed.
- Final walkthrough and finalization of termination of lease, evictions if necessary, closing tenant file.
- Insured.
- References upon request.



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PLATINUM LEVEL

MARKETING

- Renters are obtained through our vast network with a comprehensive multimedia effort of agencies, institutions, through signage, and the internet. We make every effort to fit the applicant to the property and practice and encourage all fair and equal housing guidelines.
- We will develop specific signs/banners for your property when appropriate and place them on your property.
- We maintain an active referral program with relocation specialists and local real estate agents.

MAINTENANCE

- Provide a network of experienced and qualified personnel for maintenance issues.
- Completion of cost-effective contract bidding, negotiations and administration. Verification of insurance and bond coverage for all licensed contractors providing services.
- Implementation of preventative maintenance program and developed by owner.
- Provision of 24-hour a day, seven day a week emergency telephone answering maintenance service.

PROPERTY CONTROL

- Renters are required to sign a rental agreement which outlines all terms and conditions, as well as the responsibilities of the landlord.
- A security deposit is collected from the renter and held in a checking account, to help insure performance and to be applied towards the cost of any damages upon move out.
- Written and photo documentation of the interior and exterior condition at your property is created at time of lease and at end.
- Drive-bys and interior property surveys are made as frequently as possible. Drive by bi-weekly with pictures of exterior and interior inspections at least twice a year during one year lease for filter change of HVAC and visual inspection.

FILLING VACANCIES

Timely placement of qualified tenants is critical to one's bottom line. When a 30-day notice is received, we spring into action. You get: Immediate notification, professional recommendation regarding rent amount, property showings – every effort is made to minimize the amount of time a property remains vacant. We even return calls and show vacancies on weekends, holidays, and in the evening.

SCREENING & QUALITY CONTROL

Based on your requirements and our judgment, an investigation of each rental applicant is made and can include any or all of the following: Written application, credit report, criminal background check, previous landlord reference, employment verification and public record search for past evictions. We view tenant selection as our most important function.

RENT COLLECTION

- Accounting – a detailed accounting of all income and expenses is created monthly.
- Reports and disbursements are mailed to you monthly.
- Generation of 1099's, tracking of vendor conversations and performance.

FEE

- 1/2 of First Month Rent
- 10% of Gross Rentals collected per month

TYPES OF PROPERTY WE MANAGE

Multi-family, Townhomes / Patio homes, Lofts, Single Family Residences

GOLD LEVEL

MAINTENANCE

- Provide a network of experienced and qualified personnel for maintenance issues.
- Completion of cost-effective contract bidding, negotiations and administration. Verification of insurance and bond coverage for all licensed contractors providing services.
- Implementation of preventative maintenance program and developed by owner.
- Provision of 24-hour a day, seven day a week emergency telephone answering maintenance service.

PROPERTY CONTROL

Owner provides signed Rental Agreement by Renters which outlines all terms and conditions, as well as the responsibilities of the landlord.

RENT COLLECTION

- Accounting – a detailed accounting of all income and expenses is created monthly.
- Reports and disbursements are mailed to you monthly.

- As part of our service we can make deposits to your bank account monthly.

FILLING VACANCIES

Timely placement of qualified tenants is critical to one's bottom line. When a 30-day notice is received, owner is immediately notified.

FEE

- 10% of Gross Rentals collected

TYPES OF PROPERTY WE MANAGE

Multi-family, Townhomes / Patio homes, Lofts, Single Family Residences

SILVER LEVEL

You are just in the need of help with the rental of your property and are willing to pay a leasing fee. Or perhaps you want a property manager who charges only a small fee to cover the basic service and not much more.

- Market your property aggressively by providing a thorough rent evaluation and comprehensive multimedia effort in placement of tenants. \$500
- Thoroughly qualify prospective renters by utilizing investigative-quality application processing. \$150
- Initial physical walk though, move in check list completed, signing of lease agreement and collection of deposit and first month rent. \$250
- Drive by inspections with pictures of exterior. \$50
- Interior inspections with filter change of HVAC and visual inspection. \$75
- Be available via round-the-clock for maintenance management. Call
- Provide local collection location and account for all funds through timely collection of rent. \$25
- Plan and implement all maintenance, major and minor repairs. Call
- Final walkthrough, move-out check list completed and finalization of termination of lease. \$250
- Evictions if necessary. Call

If you don't see what you need, please – call for quote

