

PROPERTY MANAGEMENT SERVICES

The following is a list of services offered to our clients and they are all included in one monthly service fee. We are dedicated to quality customer service while being sensitive to our clients needs.

1. Renting vacant units, which include placing ads in local papers and placing a sign on the property.
2. Screening new tenants, which include obtaining applications, credit reports, employment verification, landlord verification, and other references.
3. Collect all rents and deposits.
4. Pay insurance, gardener, utilities, and maintenance bills from owners account.
5. Monthly cash disbursements to property owners.
6. Computerized monthly statements.
7. Drive by property monthly and yearly interior inspections.
8. Digital photos for documentation.
9. Handle all maintenance calls. We will obtain estimates and order repairs as needed.
10. Reliable maintenance workers available.
11. Handle all tenant calls and complaints.
12. Assistance with evictions.
13. 24 hour/7 days a week availability to be reached for tenant related emergencies.

Sincerely,

Terri L. Sabouri
Property Manager
541-779-3615
email: terrisabouri@johnlscott.com