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## **RESIDENTIAL PROPERTY MANAGEMENT**

We strive to meet all of our clients needs while providing our expertise in all aspects of management, maintenance and administration involving your property. Brooks Real Estate's residential property management offers three different programs for our clients:

**The first program is Residential Management** which is the most beneficial to our client and their property. This program provides the following services and care for your investment:

-Establishes a fair rental market price though a comprehensive market analysis.

-Provide recommendations to enhance property marketability.

-Shows & Markets your property through various marketing techniques.

-Process Tenant Applications though intensive credit, rental & income verifications.

-Prepare and lease execution.

-Collect Security Deposits/Rent Collection

-Inspect the exterior of your property on a month basis, and provide Three (3) interior inspections a year to assure the property is well maintained.

-Provide our clients with monthly financial report on their investment along with a letter from the Property Manager.

-Discounted Maintenance Services with our preferred vendor (Summit Property Services).

-Disbursement of Funds

-Move-in/out inspections

**The second program is Leasing Services.** This program is for investors who would like to manage and maintain their own investment but would like to rely on a professional real estate company to provide them with a qualified tenant.

**The third program is our Home Guard Service.** This program is beneficial for any property owner that is away from their property for an extended amount of time. This service offers the following benefits:

- Inspect the property monthly.
- Provide our clients with photos and recommendations on maintaining the property's condition and value.
- Receive payables for property's expenses.
- Oversee contracted maintenance and vendor services.
- Provide monthly financials for received payables.