



Dear Investment Property Owner,

Thank you for your interest in our property management services. Every real estate investor desires a satisfactory income from their properties without the inconvenience of having to manage and attend to the daily issues associated with owning an investment property. Coldwell Banker Elite offers a full range of property management services with qualified and experienced staff members.

Coldwell Banker Elite has been serving our clients for over 30 years and is the largest real estate firm in our region. We'd like to put that experience to work for you. Our job is to eliminate your headaches, so that you can enjoy your investment, while simultaneously helping to maximize the value of your investment.

We are a full-service property management company, providing rental property supervision and management, from rent collection, tenant relations, evictions, bill payments and property maintenance. Our monthly management fee is 10% of the rent amount or \$128.00, whichever is greater. Our one time marketing fee to find a new tenant is equal to one month's rent.

The following pages will outline our services. A sample Property Management Agreement is attached as well. We look forward to working with you and appreciate you giving us the opportunity to earn your business.

Respectfully,

Dawn

Dawn M. Josemans, REALTOR®
ABR, SFR, CDPE, Director of Property Management
Coldwell Banker Elite - Massaponax Office
Licensed in the Commonwealth of Virginia

SUMMARY OF SERVICES

4840 Southpoint Drive • Fredericksburg, VA 22407
540.720.3012 Fax 540.288.1102





Vacancy Management

- Market, advertise and show vacancy
- Routine inspections
- Provide weekly market activity and statistics
- Tenant Screening

Lease Management/Monitoring

- Draft new leases
- Lease renewal inspection
- Lease renewal negotiations

Maintenance

- Prompt response to tenants needs
- 24 hour On Call Emergency response
- Order and coordinate service to be performed
- Vendor/Contractor Negotiations
- Remind tenants of routine maintenance items to be performed

Financial

- Collection of Rent
- Accounts receivable / payable
- Tenant Invoicing
- Detailed financial reports
- Lease administration
- Prepare and disburse year-end tax forms

Asset Management

- Maintain routine contact with landlord
- Maintain emergency contact numbers and receive calls
- Enforce HOA regulations
- Routine property preservation inspections
- Strategize with owner to maintain and improve asset value

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