

## Management Operational Services

We conduct an initial site inspection of your property to establish a baseline. We take photos of your property to establish condition on the interior and exterior. We inspect all units and outer areas and document condition. We take action to correct conditions that are causing exposure to liability. We communicate with the tenants and go over any problems and concerns they may have. We establish agreements in writing and sign leases with tenants if they are not under a written lease. We inform tenants of new payment and maintenance procedures. We review all existing leases and property agreements. We evaluate vacant unit needs and assess action needed to rent the unit. We analyze the market and determine the property's position in the area. We take control of all keys, test them on locks and code each key to enhance security. We obtain past records and set up your property in our computer system. We assist with transferring owner-paid utility billings. We follow up on the proper registration of the property. We review existing service contracts and make changes or adjustments as needed.