

Home Team

 **NORTHWEST**
PROPERTY MANAGEMENT

As property management professionals, our mission is to help owners make rental real estate investments as profitable as possible and to take great care of our tenants and vendors.

We are knowledgeable about landlord/tenant laws and how to work with tenants and owners to create the most positive situation for everyone involved. We care about our rental owners, our tenants and our owners' investments. Developing a friendly, professional working relationship with everyone involved is key to making a real estate investment a success. We appreciate the referrals our clients have made for us over the years and those referrals let us know we are doing our job well. Whether you are currently a landlord of your own rental(s) or you would like to inquire about how to invest in a rental, please give us a call today and let us know how we can help. We can assist you with all your property management needs, including purchasing, leasing, and selling a rental investment.

PRE-TENANCY

- Advertise effectively to minimize the period of vacancy.
- Advise what can be done to make your rental as appealing as possible. Our experience shows an attractive, well-maintained rental has shorter vacancies and makes a strong statement about what we expect during tenancy.
- Coordinate cleaning and repairs to prepare the property for new tenants.
- Meet with prospective tenants during vacancies and use our experience to make every attempt to obtain desirable tenants.
- Explain tenant criteria and expectations to prospective tenants and keep prospective tenant(s) informed throughout the screening process.
- Screen prospective tenants using Accurate Screening Services, Inc. at the prospective tenant's expense. Screenings involve a complete credit report, judgments, criminal history, any reported evictions, current and previous landlord reports, and verification of employment.
- Explain lease terms and tenant obligations.
- Collect deposits and keep in the Property Management Trust Account according to landlord/tenant laws.
- Help new tenants transfer the appropriate utility accounts into their own names and follow up with the utility companies to inform them of the change.
- Walk-through inspections with tenant prior to move-in to assure all questions are answered.

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TENANCY

- Coordinate routine maintenance and repairs to the property.
- Collect rents and fees from the tenants and disburse to owners as authorized in the Management Agreement after any repair and maintenance bills are paid.
- Provide monthly and year-end statements to Owners along with an accounting for all funds for tax purposes.
- As a last resort, if tenants do not pay the rent due or refuse to comply with lease obligations, actions are taken to evict said tenant.
- Periodic observations and inspections of the property to determine that lease terms are being honored and to note if any repairs or maintenance need to be done. Deferred maintenance can be costly.
- Tenant emergencies and requests for repairs are handled efficiently.
- Checklists are provided to help tenants remember what they need to do on a regular basis to keep up the residence and how to clean efficiently upon move-out. If a tenant knows how and what to clean, a tenant can maximize the return of the deposit funds and this also helps keep vacancy periods lower because not as many repairs and cleaning will need to be done to show the property.

POST TENANCY

- Thorough inspections are made when tenants vacate and appropriate amounts of a tenant's deposit are withheld for any required cleaning, repairs, or unpaid utility bills.
- Upon notice a tenant is vacating, tentative appointments are made for general cleaning, professional carpet cleaning, and any necessary maintenance and/or remodeling.
- Begin advertising as soon as we receive notice tenant will be vacating.

PROPERTY MANAGERS

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