

## **Laramie Land Company**

A well-known local, independent company with over 30 years in the real estate business with 4 years of property management.

*The Laramie Land property management team currently manages 80 units which include commercial properties, single family homes, townhouses, twin homes, apartments, mobile homes, and condos.*

### **Our Services Include:**

#### **Accounting Services**

Buildium property management software to manage books with accounts for owners and tenants. Server based and accessible 24 hours a day.

Reports generated once per month and delivered no later than the 15th. Funds distributed by mail, EFT, or deposited to a local bank.

Accounts payable services on HOA's, service/repair bills, utilities, property taxes, insurance, and any other required items.

Accounts receivable services include collection of rents, deposits, late fees, and invoicing tenants for split utilities and services contracted at their expense.

Minimum reserve of \$200 kept in our operating fund for the property for immediate service and/or repairs needs for each property.

#### **Maintenance Services**

Communication with owner in regards to property condition. Assessing and managing projects to maintain the property. Permission attained from owner for any services that will exceed \$100.

Use of handyman services for smaller jobs and licensed professionals for electrical, plumbing, heating, etc. These are billed as an owner's expense.

Obtaining bids, producing budgets, increasing reserves on behalf of owner.

#### **Leasing Services**

Advertising on syndicated sites include: Zillow, Trulia, hotpads, apartment list, lovely and Craigslist. Local paper used when deemed necessary.

Applicants screened by use of references, past rental history, Transunion basic background screening with credit and criminal reports and proof of ability to pay rent.

#### **General Management**

Management of tenant issues in a timely, professional manner. Handle everything pertaining to your property on a day to day basis.

**Maximizing the potential profit of your asset to contribute to your future.**