



PROPERTY MANAGEMENT SERVICES

ABM Realty Group, Inc. offers comprehensive property management services that are tailored to meet your needs. With over 12 years of experience in professional management, you can trust us to manage your precious real estate investment. You worked hard to acquire your property and you deserve to partner with an experienced residential property management company. The staff at ABM Realty Group, Inc. is made up of dedicated professionals who are ready to help you maximize your profits without sacrificing service. We provide the following services:

Analysis: Prior to listing the property for rent, we analyze the unit to make sure it meets the required government health and safety standards. We look for potential hazards that may affect the rent-ability of the unit and recommend the most cost effective and practical solutions to bring your property up to code and get it rented. We also analyze the market to establish a fair market value for each unit so you are able to maximize your revenue stream.

Advertising: We know how important it is to find the right tenant as quickly as possible. Therefore advertising is a crucial step in the property management process. In addition to posting on the MLS when necessary, we list the property on our company's website and utilize other internet sites to gain maximum exposure. We may also include a yard sign to let neighbors know that a unit in the area is available, thereby taking advantage of word of mouth referrals.

Screening: Your tenants are your life-line. Knowing this, we make sure that they are trustworthy, reliable and able to afford your investment. We do a thorough screening of each tenant over the age of 18 to determine if each applicant will be a suitable tenant. The screening process includes a face to face meeting, credit report review, income, employment and identification verifications along with a background check. At times, we may also contact prior landlords and, if necessary, to investigate the prospective tenant's current living situation to learn as much about the individual(s) as possible.

Lease Negotiation & Deposits: Once we find a suitable tenant, we will negotiate the terms of a lease for no less than one (1) year. We will review the completed documents, make sure all appropriate forms are executed, and collect the predetermined security deposit. This deposit will be placed in a separate Trust Account, for your protection and benefit according to the laws of the State of California. To minimize maintenance we recommend that the property be a smoke free environment throughout the tenancy.

Rent Collection: We conduct a thorough screening of each prospective tenant therefore; it is unlikely that a tenant will not pay their rent on time. In the event that we do encounter a tenant who is delinquent on a regular basis, we will take the necessary steps to rectify the matter as quickly as possible. This includes a friendly reminder by email, text message or phone call and a 3 day notice to pay rent or quit notice posted on the property and mailed via US Mail. If the issue is not resolved, then we will start the process of eviction through legal means. Before the last step is taken, we will consult with you to strategize on the best course of action.

Monthly Statement: By the 10th of each month you will receive a statement for the previous month's activities via email or regular mail. The statement will give a thorough breakdown of the rents collected, the cost of any repairs and any other expenses associated with the unit or property. If your management agreement calls for regular monthly payments to you, the funds may either be mailed or deposited in your account at a local bank.



Maintenance: A major expense associated with owning property (and especially rental property) is the cost to maintain and keep the property in optimum condition. We strongly recommend that you set aside funds air-marked as “cost to replace” funds. These funds will be used to replace equipment and appliances at the end of their useful life. Depreciation and normal “wear and tear” are inevitable. Eventually things break and will either need to be replaced or repaired. At ABM Realty Group, we conduct a thorough investigation of vendors to ensure that they are properly licensed, insured and bonded. When we receive a request for repairs from a tenant, we will contact the vendor and make arrangements to get the work done. We will also conduct a cost comparison analysis before choosing the right vendor.

Management & Fees: To acquire a new tenant we have a one-time charge of 50% of the negotiated monthly rent. After the lease agreement is signed, our ongoing management fee is \$125 per month per unit. If an existing tenant desires to renegotiate the renewal of a lease, there is a one-time charge of \$100 for the paperwork and time spent with the tenant. There is also a charge of \$100 should we need to appear in court during the process of evicting a tenant. Before we can begin managing your property we require a written and executed property management agreement between ABM Realty Group and the property owner.

In summary, you can expect the following when you allow ABM Realty Group to take care of your investment:

- Analysis - We will analyze the property and the market and find the rental rates that will make you the most money
- Lease Administration - Whether it's billing and collection or tenant screening, we will handle it for you
- Building Maintenance - We will make sure your properties are clean and operating efficiently at all times
- Marketing - Our marketing strategies will keep your occupancy and tenant retention rates high
- Statements – We will keep you informed of the monthly activities for each unit
- Vendor Negotiations - Let us find the reputable vendors you need to make sure your operation runs smoothly

Our goal is to establish and maintain a long term relationship with you and your tenants that will create an environment which allow all involved to feel appreciated. In the end, as an owner, you will be able to realize your investment goals as you plan for your financial future.