

Property Management Duties to find a Tenant

1. Advertise available units using Craigslist, the Apartment Association, the Erie Times News and GoErie.Com, Erie County MLS and any other means as necessary. Any cost to advertise will be paid by Owner. The property manager will use all no cost advertising first, including social media.
2. Receive calls, schedule appointments, and show the apartment(s) to the prospective clients. Have interested clients complete a rental application.
3. Screen new perspective tenants using the Apartment Association of NW PA to provide Credit Reports and any past Landlord Complaint documents. If multiple tenants are to take possession, then screen all prospects (except children).
4. Prepare leases, along with Lead Base Paint if building is pre 1978, and any other required disclosures, and have selected tenants sign all documents.
5. Collect the current month's rent in advance, and the security deposit, prior to allowing the tenant to take possession. For new tenants who want to occupy the property on a day other than the 1st of the month, you can prorate the rent for the remainder of the current month. However, the tenants initial payment should include the prorated amount for the current month, the following months rent, and the security deposit - all three.

Property Management Responsibilities

1. Sign a signature card with Bank to have check signing privileges for the Property Management Account , which authorize me to write checks on your behalf.
2. Collect monthly rents from all units and deposit rental income into the Property Management Account .
3. Prior to move in, ensure that a new Tenant has the utilities transferred from the Landlord's name into the Tenant's name & have renters insurance in place
4. Whenever tenants vacate, keep me, the Landlord, as the Gas and Electric customer using the Landlord Agreement with both Utilities Company to ensure service is not disrupted.
5. Pay all One-time, Monthly, Quarterly, and Annual bills for water, sewer, trash, utilities, lawn maintenance, snow removal, maintenance, and repairs, from the Property Management Account. As selected by the building Owner.
6. Pay the Taxes annually from the Property Management Account. If requested by building Owner.

7. Whenever tenants vacate, keep the Landlord, as the Gas and Electric customer using the Landlord Agreement with both Utilities Company to ensure service is not disrupted.
8. Maintain security Deposits in Owner's Property Management Savings Account.
9. Rents are due on the first of the month, each month. If not received by the first, a statement is taped to the door showing the appropriate 5 day notice.
10. If rent is still not received by the 6th of the month, then a Tenant Landlord Complaint should be filed at the District Justices Office,
11. Property Manager will absolutely ensure being on time to attend the hearing and present the lease and any other evidence as necessary to perform the eviction.
12. If the Tenant has still not vacated the apartment by the court appointed date, then a writ is filed at the District Justice's Office to have the constable physically remove the tenant from the property.
13. At the end of any lease, the premises should be inspected for cleanliness and good repair to ensure the condition is the same, or better, as when the tenant took possession. Prepare estimate of any damage.
14. Provide the return of the remaining security deposit to the old tenant within 30 days of tenant vacating the unit.
15. Have any repairs made as necessary and deduct the cost of these repairs from the security deposit. Provide a letter showing the amount being returned including any deductions for repairs, shampooing, cleaning, etc. that was required to make the apartment in the appropriate condition as when the tenant first received it.
16. For any tenants who fall into the ADA category, they are allowed to make reasonable accommodations (i.e. Ramps for wheelchairs, etc.), however, at the end of the lease, the property should be restored to the same, or better, condition as when the tenant first took possession.
17. Work with the City Inspector, the City Apartment Ordinance officials, the Section 8 inspector, or any other controlling officials who have the right to enter and evaluate the apartments and require modifications, repairs, or changes. An estimate will be prepared.
18. Upon Owner's written approval, make the necessary changes in a timely fashion to pass any required changes to the apartment(s).
19. Provide for lawn care maintenance and snow removal as needed. To be quoted and approved by Owner. Can be included in the lease, to be completed by the tenant.

20. Provide for ongoing building inspections for maintenance as necessary including painting, tree trimming, and general repairs due to wear and tear over time.
21. Provide an annual Profit and Loss Statement by February 1st of the following year.
22. Keep in communications with the Landlord on all important issues.

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