



19785 W 12 Mile Rd PMB 173
Southfield, MI 48076
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REAL ESTATE MANAGEMENT SERVICES

QUALIFYING PROSPECTIVE TENANTS

- Review Applications
- Obtain Credit Reports
- Assist in Screening Applicants

PREPARING THE RESIDENCE FOR LEASE

- On Site Consultation
- Recommending Repairs and Improvements
- Arrange for Completion of Repairs and/or Modifications
- Assist with City Certification

ACCOUNTING

- Collection of Monthly Rent
- Verification of Security Deposit
- Collection of Late Charges or Other Charges as set forth in Lease
- Prepare and Deliver Monthly Financial Statements
- Prepare and Deliver Year-End Statement

MAINTENANCE AND REPAIR ISSUES

- Contract to perform Necessary Repairs or Maintenance, in emergencies or on an as needed basis
- Prep the Home for Lease Renewal
- Arrange for Grounds Maintenance, upon request

UTILITIES

- Arrange for automatic Utility Transfer
- Obtain confirmation of Utility Transfer
- Monitor Water Status Quarterly and Notify Owner of Delinquencies

EVICCTIONS

- Pursue Tenant Eviction, if necessary
- Engage Legal Counsel, if necessary

TENANT MOVE-IN AND MOVE-OUT

- Walk Through with the Tenant at Move-In and Move-out
- Verify the Accuracy of the Inventory Checklist

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