

Century 21 Absolute Realty
Property Management & Tenant Acquisition Services

Century 21 Absolute is a Property Management and Real Estate Brokerage Firm established in 1967.

Our goal is to give the BEST Property Management Service in the industry to the individual property Owner and small Real Estate investor.

Our services to you include:

A. Tenant Acquisition:

- ❖ Assisting in setting the Market Rental for you Property.
- ❖ Installing sign (if necessary and/or desired).
- ❖ Handle all advertising (Web Site, Multi List and Newspaper).
- ❖ Showing your property to prospective tenants.
- ❖ Screening prospective tenants.
- ❖ Completing our rental application with prospective tenant. (Note: Prospect pays for credit reports and is required a deposit of one half of first month's rent with application).
- ❖ Order and secure credit report and do in-house report on prospect's job, and prior landlord or mortgage company payment history.
- ❖ Review application & credit report with you and assist in your decision to rent to prospects.
- ❖ Prepare lease
- ❖ Securing all monies, signing lease.
- ❖ Forwarding lease to you for approval and signature.
- ❖ Distribute copies to all parties.

B. Property Management Services

- ❖ Set up computerized ledger account.
- ❖ Collect all rentals.
- ❖ Collect any water, sewer, trash, condo fees etc. from tenant as may be required.
- ❖ Paying any bills, mortgage payments, condo fees, etc. from rental collected as may be required by owner.
- ❖ Send monthly statement and owner check.
- ❖ Receive all tenant complaints and repair requests.
- ❖ Have repairs handled by owners' contractor or by ours as agreed. All repair requests and repairs are monitored by our firm.
- ❖ Notify tenants of late payments and take appropriate legal action when rent is not paid on time.
- ❖ Notify owner of lease expiration/renewal and provide advice on current market conditions.
- ❖ Notify tenant of lease renewal and increases (when appropriate) or lease termination.

- ❖ Do periodic inspections during lease term and final when tenant vacates the property.

C. Service Terms:

- ❖ Tenant Acquisition Fee: First Month's Rent
- ❖ Property Management Fee: Call for Rates

All Services provide are contained in our Property Management Agreement and can be supplied at your request for review.