

## Property Management Services

At Eagle Management, LLC, our focus is on our clients. We are committed to providing exceptional service to owners and their tenants. When it comes to ensuring full occupancy with qualified tenants, we proudly work for you to get the job done. We work hard to make sure your tenants are qualified. And we treat your property as our own – protecting and enhancing your investment.



Our approach is both personal and professional. Whether you have a single property to lease or are building your investment portfolio, we'll take care of the everyday issues that come with owning rental property. We'll make the calls when your property needs repairs. We'll inspect the property as needed. And we'll even collect rent for you. Take a look at the services we provide below.

### Leasing Services:

- **Market place expertise** provides market research of property value.
- **Efficient management** includes making recommendations for maintenance and repairs.
- **Multiple Listing Services** through MRIS.
- **Broad exposure** to prospective tenants through various websites.
- **Comprehensive services** including signage and lockboxes.
- **Expert Review** of tenant applications.
- **Management and preparation** of the lease, including the signing of the documents.
- **Collection** of security deposit.

### Property Management Services

- **Tenant Relations – we provide the following services:**
  - Move-in inspections
  - List of tenant expectations
  - Delivery of keys
  - Collection of monthly rent
  - 24-hour emergency services
  - Assistance in enforcement of lease terms
  - Move-out inspections
- **Maintenance services include:**
  - Property inspections, with reports to owners
  - Recommendations, coordination and supervision of all maintenance, repairs, major upgrades and renovations
- **Accounting & Administration help includes:**
  - Licensing of property with local governments
  - Lead paint compliance in accordance with state and federal laws
  - Holding the security deposit
  - Negotiation of lease renewal and rent increase
  - File maintenance and all paperwork associated with the property
  - Monthly statements, a summary of expenses plus yearly 1099s.

