

RealSource Property Management

Property Management

specializing in rental management in the Greater Orlando area





RealSource Property Management

property management

We would like to take this opportunity to introduce our services in the Property Management field. We specialize in Rental Management in the Greater Orlando area.

Our Specialty

- Single Family Home Leasing and Management
- Condo, Townhouse, Dup-Tri-Quad-plexes, Apartments

Leasing and Management of Single Family Homes is the Center of Our Business

RealSource Property Management

leasing services

Our Leasing Services Include:

- ❑ Rental Pricing and Property Evaluation
- ❑ Marketing
- ❑ Showing
- ❑ Comprehensive Tenant Screening
- ❑ Lease Document Preparation
- ❑ Collection of All Deposits and Monthly Rent
- ❑ Detailed Lease Closing



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marketing program

Our Marketing Program Includes:

- ❑ 24 hour Rental Hotline Advertising
- ❑ Sign in Yard
- ❑ Direction Signage
- ❑ Internet
 - www.4rentorlando.com
 - www.rentclicks.com
- ❑ Newspaper Classified Advertising
- ❑ Section 8 Housing Listings
- ❑ Referrals from Agents and Tenants



RealSource Property Management

tenant screening

Our Comprehensive Tenant Screening Includes:

- ❑ Verification of Employment
- ❑ Verification of Income
- ❑ Verification of Previous Landlord Through Public Records
- ❑ Credit Report (RegistrySCOREX)
- ❑ Search for Prior Evictions (RegistryCHECK)
- ❑ Criminal History (CriminalCHECK)



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management services

Our Management Services Include:

- ❑ Collection of All Income
- ❑ Court Actions and Evictions
- ❑ Computerized Bookkeeping
- ❑ Monthly Statements
- ❑ Direct Deposit
- ❑ Full Range of Maintenance Services
- ❑ Drive-by and Interior Inspections (upon request)
- ❑ Lease Renewal Inspections
- ❑ Video Taping – upon request
- ❑ Broker Co-op for Tenant Referrals
- ❑ Notary Services



sample property statement

DETAILED PROPERTY STATEMENT

Printed: 05/06/04

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Prepared For Property: Baywood1809
 Owner: Josephine Richardson &
 May 2004

Acct Date	Ref #	Description	Amount
		BEGINNING CASH BALANCE	\$ 0.00
Operating Income			
4000 05/02/04		BAYWOOD1809/Pymt from Anderson, Eureka	759.00
4000 05/05/04	hud pmt	BAYWOOD1809/Pymt from Anderson, Eureka	541.00
		Total Operating Income	<u>1,300.00</u>
Operating Expenses			
5010 05/06/04	14618	RealSource Property /Mgmt Fee for Baywood1809	130.00
5200 05/06/04	14636	Peter Ruiz/REPAIRS	100.68
		Total Operating Expenses	<u>230.68</u>
		Net Income	<u>1,069.32</u>
		Less (Plus) Disbursements to Owner	\$ <u>1,069.32</u>
		ENDING CASH BALANCE	\$ <u>0.00</u>



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maintenance services

Our Maintenance Services Include:

- After Hours Emergency Service for All Residents
- Detailed Invoices from All Contractors
- Minor Repairs, Turn-key, and Major Renovations
- We Use Licensed, Bonded and Insured Contractors
 - Air-conditioning Contractors
 - Appliance Contractors
 - Drain Field & Septic Service Contractors
 - Plumbing Contractors
 - Garage Door Service Company
 - Electrical Contractors
 - Wholesale Supplier
 - Pest control Services
 - Pool Contractors
 - Pool Chemical Services
 - Legal Services
 - Carpet Installers
 - Carpet Cleaners
 - House Cleaners
 - Roofing Contractors

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lease renewal services

Our Lease Renewal Services Include:

- ❑ Full Inspection of Property Prior to Any Lease Renewal
- ❑ Fixed Term and Month to Month Renewals
- ❑ All Renewal are in Writing and Signed by All Parties
- ❑ Copy of Renewal Mailed to Owner





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management fees

You pay a one time fee when we secure a tenant for you, and a percentage of the monthly rent collected thereafter.

- 10% of monthly rent
- 50% of first month's rent for leasing
- Five units or more to a single owner waives the leasing fee

There is never a charge if we do not collect any funds for you.

references

Additional References are always available upon request.

To Whom It May Concern

Rick Sein, a manager of my property in Ocoee, has been fully competent and enthusiastic as a manager of the property. He has address all problems and aspects of the rental business with professionalism and efficiency. His knowledge of real estate management makes working with him a pleasure, as he readily takes action on whatever problems exist in a timely manner.

I recommend him as the best management I have dealt with since purchasing my rental in 1997. He is an asset to his company and to the community in which he works.

Elizabeth D
Rental Property Owner

RealSource Property Management

property managers

About Our Property Managers



With the team of **Rick Sein & David Chatburn** you **Get Two Managers** working to keep your investment secure.

We currently **manage 250** residential rental **properties** in the Central Florida marketplace. With our **30+ years** of combined **experience** in the Real Estate industry we are the best team to serve you. We look forward to working with you.

Give us a try...you'll be glad you did!

Call us today - 407-298-9777