



# Michael Baxter & Associates PROPERTY MANAGEMENT

## SELECTION OF SERVICES

Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ e-mail \_\_\_\_\_

Property Name/ Location: \_\_\_\_\_

### Property Owner Services

Financial Reporting

Monthly operating reports to landlord

- Profit & Loss Report
- General Ledger (detail of cash activity)
- Rent Roll Report
- Delinquency Report
- Unit Transaction Listing

Year End Report

Rent analysis

### Tenant Services

Bill and collect rent

Record all tenant transactions

Send monthly statement to tenant

Collect delinquent accounts

Follow up calls to tenant on delinquent accounts

Tenant evictions (up to 10 day notice – additional cost for filing and court representation)

Prompt handling of all tenant requests and complaints

*(Please select additional services)*

#### 1. Operational

- Property inspections and Property Condition Report
- Preventive maintenance
- Emergency maintenance
- Obtain competitive estimates for maintenance services
- Grounds maintenance
- Snow plowing
- Cleaning service

**2. Leasing**

- Securing tenants (charge not included in Monthly Management Fee)
- Screen tenants
  - Process application
  - Credit reports
  - Criminal reports
  - Prior Landlord References
  - Employment References
- Provide Standard Lease Agreement
- Marketing the property (leasing, sale)
- Advertise vacancies (advertising costs not included in Monthly Management Fee)
- Bank account maintenance
- Bill payment
  - Up to 3 bills/ month
  - Up to 6 bills/ month
  - All bills
- Collections service on delinquent accounts (fees apply from collection agency)

**3. Legal/Compliance**

- Compliance with building, fire and other codes
- Negotiation and monitoring of all service contracts
- Monitoring and enforcement of leases, rules, regulations and policies
- Verification of contractors' insurance policies

**4. General**

- Securing appropriate insurance and processing of claims promptly
- Securing of permits and licenses
- Supervision of all tenant construction
- Special projects (development, troubled properties, consulting, financial analysis and management)

**Comments:** \_\_\_\_\_

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More information is available at:  
**[www.BaxManagement.com](http://www.BaxManagement.com)**

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