

HOME RUN PROPERTY MANAGEMENT

"Hitting It Out of the Park For You!"

Evaluation

- We evaluate the current market rents and vacancy rates in the neighborhood to establish a fair market rental value for your rental unit.
- Inspect the property and create a list of tasks that need to be done to prepare the property to attract quality tenants and the highest possible rent.
- Obtain estimates for any needed work and obtain owner's approval.
- Quarterly rental evaluations allow us to keep you updated with area market trends.

Marketing

- Our marketing process begins the day we have a signed management agreement or the day we receive a 30 day notice from a tenant.
- A professional yard sign is posted on your property with a phone number that goes directly to our cell phones.
- Advertised on over 100 related rental property websites.
- Print Ads available when necessary or requested by property owner.
- E-mail program to local Realtors that work with investment properties & owners.
- Notification to Relocation Company's and Referral Networks we are associated with when new properties are available.

Tenant Screening

- Our rental application is designed to obtain complete information on potential tenants.
- We personally check everything from previous rental history, employment, credit history and even personal references if applicable.
- Our fair, but, firm process is designed to identify the best tenant for your property, providing you with both peace of mind and income you can rely on.

Rental Agreement

- Our rental agreement covers all aspects of tenant relationship with the property, including tenant responsibilities and maintenance expectations.
- We put in writing essential information the tenant needs to maintain the property successfully; locations of mailbox, refuse collection days, utility contact numbers, and locations of shut-off valves.
- All forms comply with State and Federal Fair housing laws and contain all the necessary disclosures, include move in inspections, and make expectations clear to the tenant.

Move In/Move Out Inspections

- Detailed move in and move out inspections with written checklists
- Digital pictures before move-in and after move-out are kept for your protection.
- Periodic Drive-by inspections during the rental period are part of our standard service.
- “Drop-in” visits to each unit to replace smoke detector batteries, change HVAC filters, check for leaks and check gutters are also done at least once annually.

Maintenance, Repairs, and Emergencies

- Our goal is to have a relationship with your tenants so minor repairs don’t turn into major repairs that end up costing you more money.
- All tenants are provided with a 24-hour, 7 days a week emergency number.
- Non- emergency repair requests can be submitted to our maintenance team from our website or can be called into our office during office hours.
- Estimates are obtained and presented for owner’s pre-approval on all repairs greater than \$300.
- Our independent contractors are instructed to notify us of any negligence or abuse of the property noted during service calls.

Monthly Rent Collection and Enforcement

- Our rent collection is fair policy, but very firm.
- Rent is due on the first day of the month. Any rent paid after the fourth day of the month is subject to late fees.
- A phone call and contact to tenant is made along with a “Three Day Notice to Pay or Quit” notice. This is a necessary beginning to the eviction process and will save time and money.
- If rent is not received by the eighth day of the month and eviction becomes necessary, we handle it for you.
- The owner is responsible for all legal costs. We do not want this to happen to you! This is why we put so much emphasis on the tenant screening process.

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Distribution of Funds and Accounting

- Owner checks are mailed by the 10th of each month along with a detailed monthly statement and copies of any bills incurred during that month.
- A year end summary statement is mailed along with the 1099 for your tax preparer .
- No hidden fees, inspections, photos, bookkeeping, court appearances if necessary are all part of monthly fee.

Comparative Market Analysis

- We will provide you with a comparative market analysis and rental rate update at your request to keep you aware of your current property value and rent value.

Bill Pay Services

- We can pay bills associated with your properties, Mortgage, Taxes, Utilities, etc...
- There is a small additional charge for this service.
- Our itemized Monthly Statement documents dates each payment was generated and mailed.

Communications

- We strive to make communications with us effortless.
- Office hours are between 8:30am to 5pm
- Our goal is to answer all incoming calls immediately, but if you should get voicemail, we will return all phone calls the same day.
- Each of us has a cell phone and office number along with phone E-mail that stays with us at all times.

Meet your Neighborhood

- We introduce ourselves to the neighbors and provide them with our contact information.
- The Neighbors not only may know of a great potential tenant but are also frequently the best people to notify us of irregular activity at the property.

Contractors

- We employ top quality Craftsmen and vendors for repairs and maintenance.
- We have emergency Contractors on call for 24 hour calls and emergencies.

Market and Sell your Property

- Our extensive experience in sales and our relationships with local real estate investment clubs give us an edge when it comes time to sell or exchange your rental property.

Associations

- Our company is overseen by a Licensed Real Estate Broker and our employees are also licensed Realtors. We have over 25 years of experience successfully managing residential rental properties.
- We are proud members of the National Association of Residential Property Managers - NARPM, the Residential Housing Association – RHA, the National Association of Realtors - NAR, and the California Association of Realtors -CAR.
- We have certifications from the Graduate of Real Estate Institute - GRI, Certified Residential Specialist - CRS, Senior Real Estate Specialist - SRES.
- We strongly believe in continued education and obtaining new certifications.
- We are active members of numerous Real Estate investments clubs and Associations in and out of the state of California.
- We attend numerous Real Estate & Property Management Seminars and Conventions through out the year