



WINDSOR PACIFIC PROPERTY MANAGEMENT

Complete Property Management & Leasing Services

1. **Thorough & complete prospective tenant screening which includes:**
 Credit Report
 Unlawful detainer searches
 Income verifications
 Verification of Current and/or Previous tenancies
2. **Leasing Services include:**
 Professional Listing presentation on our website with slideshow
 Listing on major internet search sites (ex: Trulia, Zillow, HotPads, Realtor, Craigslist, etc.)
 Online Rental Application and electronic Lease for fast, convenient and seamless leasing process
 Rently lockbox: Self-service electronic lockbox for faster property showings (Rently.com)
3. **Timely Rent Collection**
 Tenant Portal for Online Rent and Security Deposit Payments (checks accepted)
4. **Coordinating property maintenance:**
 Market-Ready: Prior to listing property on the rental market
 Occupancy: During tenant's possession of the property
 Online Service Requests via Tenant Portal Service
5. **Accurate accounting and monthly owner statement reports**
 Direct Deposit to Property Owners' bank account
 Owners' Portal for quick access to Owner Monthly Statements
6. **Payment of all property related invoices** (customized to each client's needs)
 Ex: mortgage payments, HOA dues, property taxes, gardener, etc.
7. **Eviction Consulting and Coordination** (attorney's fees and court costs not included)
8. **Our Technology:**
 State of the art web based property management software
 Tenant Portal: stores lease, accepts online rent payments and service requests
 Owner Portal: stores all Owner Statements with invoices and EOY Reports
9. **Taxes:**
 Help Owners navigate the withholding tax requirements under IRS and CA FTB Rules for Foreign Nationals, out of Country and out of State Owners

Our Fees:

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| Management Fee: | 6% of monthly rent
Single Family Homes, Condos, Townhouses: Minimum \$100; Maximum \$200
Multi-Unit up to 4 units: \$90 per unit minimum |
| Leasing Services: | 50% of one month's rent per tenancy |
| Lease Renewals: | Renegotiate existing lease through WPPM \$100 |

Leasing ONLY Services: Includes items 1 and 2 – Leasing Commission is 6% of annualized rent

Preparation of Lease Documents Only: (for owners who want to lease their property) \$300

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