



# 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

### 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 (minimum mgmt. fee charged)
- Occupancy: During tenant's possession of the property
- Maintenance Call Center 24/7/365 and Online Service Requests via Tenant Portal

### 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 docs, accepts online rent payments and service requests
- Owner Portal: stores all Reports, Inspections, Leases, etc. Make contributions, edit banking information, etc.

### 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. Consult with your CPA for your tax requirements.

### Our Fees:

- Management Fee: 6% of monthly rent (7% for properties under home warranty plans)  
Single Family Homes, Condos, Townhouses: Minimum \$100; Maximum \$400  
Multi-Unit up to 4 units: \$90 per unit minimum
- Leasing Fee: 50% of one month's rent per tenancy (with management agreement)
- Lease Renewal: \$150 Renegotiate existing lease through WPPM
- Admin Fees Per occurrence: \$100 (Forms 588/589/592/1042s)  
\$15-\$25 (Reports to CPA, accountant, appraiser, mortgage broker, etc.)

Preparation of Lease Documents Only: (self-leasing owners) \$300

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