

Property Management Services

WE PROVIDE AN ARRAY OF SERVICES TO ASSIST YOU IN LOCATING A QUALIFIED TENANT WHICH WE CALL A VACANCY FILL. WE HAVE BEEN VERY SUCCESSFUL WITH PLACING GOOD, QUALIFIED TENANTS INTO APARTMENTS AND SINGLE-FAMILY HOMES. BELOW ARE THE SERVICES WE PROVIDE FOR ONE MONTH'S RENTS AFTER THE TENANT IS PLACED.

1. ADVERTISE FOR A TENANT – TRULIA, MULTIPLE LISTING SERVICE, ZILLOW, HOT PADS, FACEBOOK, ADDITIONAL WEB SITES THROUGH OUR MANAGEMENT PROGRAM APPFOLIO
2. TAKE PHOTOS & WRITE AN AD FOR PROPERTY
3. SHOW THE PROPERTY
4. PLACE FOR RENT SIGN AT PROPERTY
5. FIELD INQUIRIES
6. PROCESS APPLICATIONS
7. REPORT ON CRIMINAL HISTORY, RENTAL HISTORY, EMPLOYMENT HISTORY AND INCOME
8. DISCUSS FINDINGS WITH OWNER – OWNER TO APPROVE TENANT
9. COLLECT FIRST MONTHS RENT & ONE MONTH'S SECURITY DEPOSIT
10. PREPARE LEASE

PREMIER'S FULL PROPERTY MANAGEMENT:

1. OFFER ALL THE ABOVE
2. COLLECT RENTS
3. FIELD TENANT CALLS AND ORDER REPAIRS
4. SEND MONTHLY STATEMENT TO OWNER
5. PROVIDE MOVE IN & MOVE OUT SERVICES
6. PROVIDE PERIODIC INSPECTIONS
7. HANDLE EVICTIONS

SHOULD YOU HAVE ANY QUESTIONS OR WOULD LIKE TO DISCUSS THIS FURTHER, PLEASE FEEL FREE TO CONTACT US ANYTIME.

PREMIER REAL ESTATE AGENCY
400 MARKET ST, SUITE 3 | WILLIAMSPORT, PA 17701
570.601.0774