
Services:

Collect the Rent each Month:

Pay for services like gardening

Pay Association Fees

Pay any other fees like repairs

Send the net check to the Landlord

There is a 5 day grace period on most leases. Our goal is to have all rents collected by the 4th of each month and get the checks to our landlords by the 5th of the month. The benefit is you receive our check and you don't have to worry about bounced checks from the tenant. If a check bounces from a tenant, we collect the funds and charge the tenant a bad check fee. If a check from a tenant bounces twice, we will require that the tenant pay future payments with a cashier's check.

Any problems like electrical or plumbing are handled immediately through our list of approved contractors. Maintain a 24 hour emergency repair hot line. All repairs over \$250.00 are called into our landlords for approval. We deal with reputable contractors who give our clients a discount on their services. So our clients save money on repairs by having us manage their properties.

We try to analyze the repair problems when they are called in, but occasionally we have to visit the properties to determine what needs to be done. This gives us the opportunity to visit the property and observe how well the tenant is taking care of the property. We also conduct annual inspections to determine if the property is neglected or if there are items which should be taken care of.

Fees

Management Fees:

Finding a new qualified tenant for the property

We charge:

5% of the Annual Rental:

For example: If the monthly rent is \$2500 the annual rental is \$30,000 and the fee would be \$1500 to OC Signature Properties. This fee is collected up front from the security deposit. It is a one time fee and not collected again until we need to find a new tenant.

Monthly Management of the property:

We Charge a flat \$100.00 per month

We hold in a trust account for the owner of the property \$250.00 which is used for any repairs to the property. This allows us to pay our landlords as soon as we receive the tenants check without waiting for it to clear.



OC Signature Properties Management



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**“We take the Hassle out of
Owning Rental Properties.”**



How do we provide you with a good tenant and reduce the stress connected with owning property?

Tenant Move In

- Draw up a lease agreement
- Come to an agreeable move in date
- Review lease terms
- Sign the lease agreement and collect the Security Deposit.
- Do a Move in Move out inspection with the tenant.

Accounting:

- Receive each months check with a record of what was received and what expenses were charged
- Annually a complete record of expenses and income.
- A 1099 misc will be issued to the Landlord
- The balance of the Security deposit will be returned to the landlord.



Checking out the tenant:

We check the credit report to determine if the tenant falls within the acceptable FICO score to be considered for the property. We evaluate the credit report and make a decision if the future tenant has sufficient credit and certify the employment of the tenant.



Verifying the income and bank statements.

We ask are potential tenant for bank statements verifying the amount of money in the bank and also ask for Income tax returns, 1099 forms or W2 statement to verify that them have sufficient money to lease the property. We usually require twice the amount of money in the bank as is required on the lease. We also call the present employer to verify current employment. In addition, we call the last property manager to determine if the tenant has paid the rent on time and what kind of a tenant they were.

Determine the Market Rental Amount

It is very important to determine the market rental amount. The property will rent faster if the correct monthly rental amount is charged. Properties in the area which have rented will give the correct market rental amount. Tenants will usually stay in the property longer if the market rental amount is just under the top rate so the tenant feels he is getting a good deal.

Marketing the home for Lease.

The home should be prepared to lease by cleaning the home and optimize its interior appeal.

Landscaping should be manicured to give it great curb appeal.

Work with other agents to find a tenant

Call tenants who have sent e-mails about the property.

Meet prospective tenant for showings.

Provide prospective tenants with rental applications

Create Ads which depict the property favorably.

