

So you own a rental income property - Now What???

Now, you...

- need to have a full understanding of the landlord tenant laws
- have all the correct legal paperwork such as contracts, amendments, addenda...
- advertise for tenants (yard signs, paper, internet), take calls, show the property
- screen applicants
- keep meticulous paper-trails and financial records in case of audit
- enforce the rental agreement and deal with late payments
- collect NSF checks
- serve legal notices in a legally accepted manner, possibly begin the eviction process
- take tenant calls for repairs and other issues, at all hours
- arrange for repairs to be done
- periodically inspect the property
- write a check each month to the utility company, the trash removal service...
- mail tenant's accounting summary & refund check upon termination within legal timeframe

Or you could . . .

Sit back and collect money every month!



Are the benefits of doing it yourself worth the RISK?

As your professional property manager, we take care of everything for you, while you have rental income funds deposited directly into your account. We do the rest.

And unlike most property management companies, your property manager is also fully licensed, active Realtor.



Prudential

Sandia Property Management
11000 Spain NE, Bldg B
Albuquerque, NM 87111
Cell 505-280-5284
Direct 505-271-5800
HallerTeam@NMRealtySolutions.com

Services Offered

We . . . have a full understanding of the landlord tenant laws have all the correct legal paperwork such as contracts, amendments, addenda...
advertise for tenants (yard signs, paper, lots of internet sites)
pay referral fees to area agents to ensure referrals of tenants
take calls from interested parties wanting to rent
show the property - in person, never giving keys out
screen applicants using professional screening services looking at employment history, rental history, criminal background and credit history
keep meticulous paper-trails and financial records in case of audit
enforce the rental agreement and deal with late payments
serve legal notices in a legally accepted manner, possibly begin the eviction process
take tenant calls for repairs and other issues, at all hours
arrange for repairs to be done
drive by frequently to ensure property is maintained
inspect the property inside every 90 days (many rental companies do not do this)
mail tenant's accounting summary & refund check upon termination within legal timeframe
furnish statement to owner each month with itemized list of income and expenses
handle ALL tenant communications and issues
utilize the Prudential name and its many products and services and the entire Realtor network to obtain tenants
utilize the Prudential name and its many products and services and the entire Realtor network should you ever decide to sell

We take the RISK.

So you can... Sit back and collect money every month.

Our fees for this service are as follows:

Vacant Property Initial set-up (one-time fee per property)	\$200
<i>(includes photographing and placing your home on Rentals.com and other various online marketing sites, placing yard sign with flyers, paper ad, internet email ads, setting up accounting files for you and future tenant)</i>	
Occupied Property Initial set-up (one-time fee per property)	\$50
<i>(setting up accounting files for you and current tenant)</i>	
Tenant Placement	\$150
<i>(charged per tenant placement after first tenant—includes advertising your home on Rentals.com, placing yard sign with flyers, paper ad; internet email ads, setting up accounting for tenant, showing property in person to potential tenants, and tenant placement)</i>	
On-Going Management	11% of rent
<i>(charged only when rented)</i>	\$90 minimum
Escrow account (this is YOUR money)	\$300
<i>(used for minor repairs, tenant placement fees, and other miscellaneous charges that may arise)</i>	

Choosing the Right Property Management Company

Choosing a Property Management Company to oversee your investment real estate can be difficult. This guide will help to explain the questions you should ask when choosing a Property Management Company and explain why Prudential Sandia Property Management is the right choice for you.

From marketing your home on the Internet to assisting with the myriad of decisions related to your property, Prudential Sandia Property Management offers the skills, experience and advice necessary to protect the value of your investment property(s) and provide the highest possible yield.

WHEN INTERVIEWING PROPERTY MANAGERS, ASK:

- How long has your company been in business?
- Do you hold a current real estate license, are you a REALTOR®, and can you explain the difference?
- Are you a full-time property manager or handling rentals as a sideline to your sales interests?
- How do you keep abreast of the laws affecting rental properties?
- What are your hours of operation and how are emergencies handled?
- How are market rents established and prospective tenants qualified?
- How often are disbursements made to owners, and do statements accompany checks?
- Are owners given advance notice of pending vacancies and other changes in the status of their properties?
- What is the process for handling delinquent accounts?
- Do you disclose all fees and charges for which an owner is responsible?
- What other expertise does your company offer?

WHY PRUDENTIAL SANDIA PROPERTY MANAGEMENT IS THE RIGHT CHOICE FOR YOU:

- As licensees and REALTORS®, we adhere to a strict Code of Ethics and train continuously to enhance proficiency.
- Members of our team have many years of experience with all types of investment properties and homeowners' associations.
- Our REALTOR® affiliation, rapport with governmental agencies and continuing professional education keep us current in the marketplace. A thorough knowledge of the New Mexico Residential Landlord and Tenant Act contributes to successful owner/tenant relations.
- Property Managers are on call 24 hours a day for emergencies and offices are open seven days a week.
- We constantly monitor the rental market to ensure equitable returns on your investment. Our Tenant Selection Criteria are precise and impartial from credit checks to former landlord references.
- Our competent, full-time staff provides timely and accurate information to clients using state-of-the-art software.
- Funds are distributed continuously by check accompanied by concise statements with maintenance reports.
- Frequent correspondence is provided to keep owners apprised of changes to their property.
- Delinquent rents are priorities and adhering to the Tenant/Landlord Law ensures the highest collection rates in the shortest time possible.
- Our fees are very competitive and we will gladly outline them. You can be assured of getting maximum value and high level of service at Prudential Sandia Property Management—EXPERIENCE COUNTS!



Sandia Property Management

ADVANCED MARKETING TOOLS

We have devised a marketing plan that will promote your property and obtain a tenant in the shortest possible time. Most agencies offer owners an ad in the paper and a yard sign. We offer that **PLUS** the following advanced marketing tools for the **ULTIMATE** marketing mix.



Listing placed on Rentals.com



60-second Real Estate Show Virtual Tour



Placement in the Multiple Listing Service



Email Flyer Ad to promote to other agents



Craigslist



Newspaper ad



Military Avenue marketing



Yard sign with flyers

Many of these marketing tools are featured on these websites and reach over 40 million viewers.

