**Property Management Company Interview Questions**

Property Management Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* How many years have company been in business?
* Does property management company have a broker's license to manage real estate on behalf of other people?
* What rate & other fees do you charge property owner?
* How many units does company currently manage?
* What type of properties does company manage?
* What type of properties does company specialize in managing?
* What’s the percent of properties they manage are multifamily (size like yours)?
* What is the smallest and largest property they manage?
* How many employees do they have?
* Do they know who will be the property manager for your property? Manager’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + How many years of property management experience does he have?
  + What type of properties does he specialize in managing?
  + What certifications does he have?
  + Ask to see those certificates
* What education systems do they have in place for their property managers?
* Based on what criteria do they hire property managers?
* Do you have in-house maintenance staff, or do you use outside contractors?
* What types of reports will you see on a monthly and annual basis?
* What's your communication style? What types of things would you let me know about? How often would you get in touch with me?
* How often do you do drive byes? Do you do drive by on a scheduled time or random time?
* How do they collect rent?
* What background checks do they do?
* What criteria from background checks do they use in determining qualification of the tenants?
* What other services, besides property management, do you provide?
* Can they provide a list of addresses for the properties that they manage, or can I find it online?
* How much do they charge for the due diligence walkthrough the property process?
* Who will be present in the due diligence process (property manager, interior designer, contractor)?
* What items does their due diligence walkthrough include?
* What steps will you need to take to have that arranged?
* How far in advance do you have to let them know about it?
* How much do they charge for the inquiry of the information? For example:
  + Rental prices for similar properties
  + Vacancy rate in the area for similar properties
  + Market capitalization rate
  + Having them to review existing expenses on the property and tell you if some of them are too high, too low, or normal.
  + Opinion, qualified/unqualified, on the existing tenants at the potential purchase property if you were to provide them with the tenant screening report for each tenant?
* Ask for references for:
  + Environmental and PCA Inspectors
  + Plumbing and Sewer Scope Inspector
  + Asbestos Inspector
  + Lead-Based Paint Inspector
  + Pests/Wood Destroying Organisms Inspector
  + Building Measurement Service
  + Mortgage Broker