HF Property Management Service

HF Property Management LLC ( HF) provides hands-free property management service to our clients, these services are included:

1. **Keep Property In Good Condition:** HF will conduct minimum twice-a-week on site survey. If there is any issue, HF will communicate with the property owner with suggested solutions. Once the property owner decides to do any repairs or replacement, HF will connect with the right contractor to prepare proper estimation and contract agreement. After owner’s approval, HF will help to oversee the repairs or replacement project. Samples of these repairs and replacements are included but not limited to are: roof, siding, floors, bathroom, furnace, hotwater tank, smoke detector, shrub, windows, laundry hook up, etc.
2. **Tenants Management**: Tenancy Management include three parts:

2.a.  **Find and filter the right tenant;**

Unit to rent readiness: Whenever an unit is vacant,

HF will communicate with the owner if there is any

improvement needed to make the unit presented in

the attractive condition, so that we can market it with

higher rent and better quality tenants.

Marketing: HF will conduct research to get the proper

market rental value, taking the good quality photos

of the property to market it in the proper

advertisement channels ( e.g. craig list, MLS, Zillow,

etc )

Tenant Selection: HF will answer prospects the phones

or emails and showing the property. HF will conduct

background verification and present the desired

applicants to the property owner to make final

decision.

Prepare Lease Agreement and Collect Deposits:

HF will prepare the Lease agreement, reviewing with the future

tenants to ensure all the rules are well written and understood

by the tenant; collect the signed lease agreement and

deposits. For Security deposit, HF will help to open

proper Landlord-Tenant account.

2 b. **Maximize Our Client’s Profits By Minimize Turnover**

The less turnover, the more profit the property

owner makes. HF believes that a good relationship between property manager and tenants will reduce the frequency of tenants turnover. HF believes that, by responding to tenants requests in a timing fasion is the key. Whenever tenant reports issues,

3 c. **Rents Collection And Bookkeeping**

Every month, HF will keep tracking and ensure the tenants

paying rents on time, if needed, will send out reminders, e.g.

phone call, email, text message or letter.

1. Eviction:

After exhausting all the means to collect the rent, HF will start the eviction

process by filing the proper court paper, attending the court hearings.

When the court eviction execution order is made, HF will help the

constable/sheriff to get the unit vacant properly..

1. Fees Structures

There are two options:

Option 1: $60 per unit per month

Option 2: 10% of Rents Collection

1. Misc: