



Property Management & What to Expect

We take a simple approach to property management, and that helps us keep our costs low; so we are able pass the savings along to you!

- Monthly Management fee is charged only when the property is occupied
- We maintain a \$300 Reserve Balance on hand for each property in order to complete routine repairs & maintenance
- No Markup on Repairs. Our cost is your cost.
- Variety of Plans to fit YOUR NEEDS (Latest Pricing and Plans are Available at www.BluefaxRealty.com/Pricing)
- Owners are Paid via Direct Deposit (ACH Payments) at no extra charge
- Tenants have access to an online portal to make rent payments (reducing late pays) and to submit / track work orders
- Leases and all pertinent documents are stored online and available 24/7
- Owner Monthly Statements and Year End Statements are stored online and available 24/7

Pricing and Comps

We work hard to determine the correct price for your rental property. Sometimes overpricing just a little can cause your property to linger, and we don't want that. So it's important to have the right price from the beginning. We will always backup our figures with data for you, taking all of the guess work out of it!

Marketing

We put our marketing machine to work finding the right tenant for you. We place ads on major sites to expose your property to the people that are actually looking.

Screening

Our screening includes Criminal Background searches! We need to know who's in your unit. We have a 'Rental Criteria' document that each prospective tenant is required for each tenant to approve before we run their credit / background check. It includes a list of disqualifying items as well as pets that are not allowed on the property. Our screening also includes a 'Tenant Score' to help you with your decision.

Move In / Move Out Inspections

We check the property condition upon move in and move out, protecting your investment. Property checks are conducted when your property is vacant.

Make Ready

Some owners do their own make ready, some don't. If you want us to handle it for you, we will gladly oversee the make ready process for you. If it's more than a simple cleaning, we may assess a fee to cover the time/cost of overseeing the project for you, see the latest pricing at [www.Bluefax Realty.com/Pricing](http://www.BluefaxRealty.com/Pricing)

Rent Collection / Payment

We collect rent online from your tenants, reducing late pays, and it's at no cost to them! We also pay you with Direct Deposit (via an ACH Payment). No deposit slips or trips to the bank. Typically we try to pay by the 10th of the month, depending on weekends/holidays.

Repairs

You're busy, and that's what we're here for. We handle all calls from the tenants, including repair requests. We maintain a \$300 reserve balance for each property so that we can take care of routine maintenance and repairs quickly. This increases tenant satisfaction and should help lower turnover. We do not mark up any costs. When we use any funds from the reserve account, we simply replenish them when we collect the rent. If a repair is going to run over our limit, we contact you ASAP to let you know what is going on.

Accounting

We maintain a Trust Account for Security Deposits and an Escrow Account to process your rent payments through. We never 'comingle' your funds with ours.

Reporting

Reports are available on your Owner's Portal OnDemand. This includes your 1099's for IRS Rental Income Reporting.

Documents

We upload any pertinent documents, such as leases, receipts, etc. to your Owners Portal, so they're there when you need them.

Getting Started

When we take your property into management, a few things need to happen before we can put a tenant into your home.

Remember, Good Tenants Want Good landlords!

The Home needs to be made 'Hotel Ready'

- Thoroughly Cleaned, Inside & Out
- Carpets Professionally Cleaned
- Blinds Installed if Windows are Bare (2" Faux Blinds Are Great!)
- NO Personal Items Left Behind—including Furniture or Stuff in the Shed
- Paint as Needed (Neutral Colors are best)
- Blinds, Window Sills, Sliding Door Tracks Should Be Cleaned and Operable
- All Appliances Spotless Inside & Out
 - Replace Range Top Drip Pans, etc. Ensure Warmer Drawer is Cleaned
 - Clean Venthood Filter/Light Cover
 - Check Dishwasher for Soap / Hardwater Stains

- Screens In Good Shape
- All Windows / Doors Operate Smoothly and Lock Easily
- Yards Maintained Until Tenant Moves In
 - Flower Beds Should Be Weed Free
- Pools Should Be Clean & Inviting
 - Have All Equipment Available & In Good Working Order at Move In
 - Deck Should be Clean
 - Trees Should be Trimmed Back
- Fences Should be in Good Repair
 - Not Leaning or Severely Bowed
 - Any Repairs Should Appear Professional
- Check Underneath Sinks, Cabinets Shouldn't Have Water Visible Damage
 - Repair / Replace Damaged Shelves
 - Use Vinyl Liner under Sinks

Property Code Items

- Smoke Alarms Tested and Brought Up To Date (yes, smoke alarms do have a shelf life)
 - We Have Our Alarms 3rd Party Tested With a Real Can of Smoke To Ensure They're Working Correctly at Each Turnover
- Security Items Brought Up To Texas Property Code
 - Keyed Deadbolt on Each Exterior Door *
 - Keyless Deadbolt on each Exterior Door *
 - Door Viewer on Each Exterior Door *That Is A minimum 160 Degree View
 - All Locks Rekeyed within 7 Days of Tenant Turnover

**EXTERIOR DOOR INCLUDES THE DOOR LEADING TO THE GARAGE*

Sample Garage Door Entrance With All of the Necessary Property Code Items Installed. Yes 3 locks are required, and a 'Chain' type lock doesn't meet the requirements.

Minimum 160° Door Viewer

Keyed Door Lock

Keyed Deadbolt

Keyless Deadbolt or a Locking Ring as shown here

