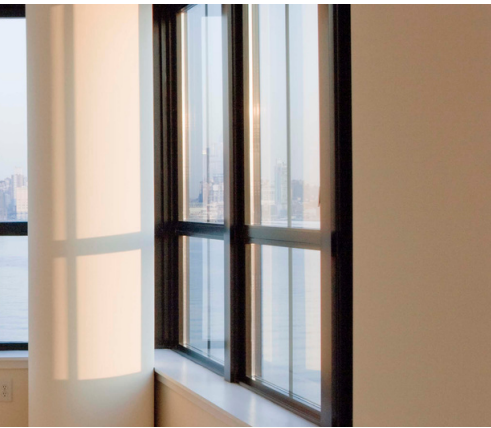




Guidelines for Property Management

We thought it would be a good idea to put together this information to show what all we do at Baca Realty Group in relation to investment properties. We strive to achieve the below steps in the most efficient manner possible, while at the same time (and more importantly) making sure that our customers' enjoyment of the process and the experience remains at a high level. If you have any questions on anything that is or is not included below, please reach out and let us know!



Evaluation Of The Property To Determine An Accurate Rental Rate

- Perform detailed documentation of the interior and exterior including photos.
- Offer recommendations on repairs and cosmetic improvements that maximize monthly rent while providing good ROI.
- Gather data on rental rates in the area and determine the optimal rental rate.
- Discuss with owners the pros and cons of different policies such as accepting pets, allowing smoking etc.

Market The Property For Rent

- Prepare home for rent.
 - Clean home and optimize interior appeal
 - Manicure landscaping to increase curb appeal
- Create ads tailored to the property and advertising medium. We advertise on Zillow, Trulia, Hotpads, Realtor.com, Homes.com and many more.
- Meet prospective tenants for showings throughout the week and weekend.

Tenant Screening and Selection

- Thorough and in-depth tenant screening which includes credit, criminal and background checks. We verify identity, income, credit history, rental history, etc.

Tenant Move In

- Review lease guidelines with tenant regarding things like rental payment terms and required property maintenance.
- Ensure all agreements have been properly executed.
- Perform detailed move in inspection with tenant and have tenants sign a report verifying the condition of the property prior to move-in.

Rent Collection

- Strict collection and oversight of rent and late fees.
- Serving pay or quit notices.

Evictions

- Filing relevant paperwork to initiate and complete an unlawful detainer action.
- Representing owner in court.
- Coordinating with law enforcement to remove tenant and tenant's possessions from unit.

Inspections

- Perform periodic inspections (Inside and outside) on a predefined schedule looking for repair needs, safety hazards, code violations, lease violations, etc.



Financial

- Make payments on behalf of owner (Mortgage, insurance, HOA dues, etc.).
- Detailed documentation of expenses via invoices and receipts.
- Maintain all historical records (paid invoices, leases, inspection reports, warranties, etc.).
- Provide annual reporting, structured for tax purposes as well as required tax documents including a 1099 form.
- Provide easy to read monthly cash-flow statements which offer a detailed breakdown of income and itemized expenses.

Maintenance, Repairs, and Remodeling

- Establish a preventative maintenance policy to identify and deal with repair needs.
- Assign jobs to different parties (handyman and professional contractors) depending on maintenance needs and repairs.
- Maintain landscaping services to units requiring it.
- 24hour Maintenance and Emergency services.
- Larger renovation or rehab projects.
 - Provide recommendations on how the project can maximize rental income.
 - Prepare preliminary cost estimates
 - Get multiple independent bids for the work
 - Act as general contractor overseeing the work

Tenant Move Out

- Inspect unit and fill out a report on the property's condition when the client moves out.
- Provide tenant with a copy as well as estimated damages, repair invoices, and security deposit statement
- Clean unit and perform any needed repairs or upgrades.
- Re-key the locks.
- Re-market property for rent.

BACA REALTY GROUP

Baca Realty is a full service independent Brokerage providing Real Estate services in Purcell, Slaughterville, Lexington, Noble, Newcastle, Norman, Moore, and the Oklahoma City Metropolitan Area.

Baca Realty Group has experience in every facet of real estate and will work alongside you every step of the way. We have built so many amazing and valuable relationships and look forward to building many more. We are more than a helping hand.



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