



THE PROCESS, WHAT WE DO!

- 1- **INSPECTION OF HOME.** See if home abides by the “Utah State Fit Premises Act” and standard quality for state & City codes.
- 2- **RENTAL MARKET ANALYSIS.** Compare other homes in the area for what to charge for rent.
- 3- **PROPERTY MANAGEMENT AGREEMENT.** Only a three page document.
- 4- **SIGN ON PROPERTY & LOCKBOX**
- 5- **TAKE PROFESSIONAL PICTURES OF HOME.** Professional picture and Video of the home.
- 6- **ADVERTISING:** 100'S Of Websites, Leasing Agencies, News papers, Realtors, International referral system, Military network, Corporate relocation, Signage, Referrals..

- 7- **SHOWING OF PROPERTY.** Trained Leasing Agents handles all leads and showing of property.
- 8- **TENANT SCREENING.** After showing property, new tenant will fill out an online application for rent. SPM will run a Credit check, Criminal check, Rental history, Employment history, Sex offender list.
- 9- **CITY BUSINESS LICENSE.** Some cities require a Landlord business license and 8 hours of training. SPM is approved for all city requirements on behalf of owners. SPM holds the “Good LandLord Program”
- 10- **LEASE AGREEMENTS WITH TENANTS.** SPM will have tenants sign our proven lease agreement approved by our Attorney. Collect Security deposit and First Months rent & Pet lease agreements (optional).
- 11- **MOVE-IN INSPECTION.** SPM will do a tenant move-in inspection of property with pictures and a long list of inspection items.
- 12- **UTILITIES.** Transfer all Utilities into new tenants name and follow-up for payments and transfer back into owner’s name, when needed.

13- MONTHLY INVOICE STATEMENTS. SPM will send out and email a monthly rent invoice to tenants. This ensures that tenants do not forget rent payments when due. Tenants can make payment online with check or credit card and even cash at 7-11 stores.

14- COLLECT MONTHLY RENT PAYMENTS. Rents are due on the first 1st and late after the 6th. A late fee of \$25 and \$8.00 per day until paid. SPM will post a 3 day pay or quit notice and 3 day pay or eviction notice. Start eviction, if no response from tenants.

15- EVICTIONS. SPM has a in-house Attorney for all evictions. With our in-house Attorney, gives us a great advantage for quick & low cost Eviction.

16- INSPECTION. SPM will do three inspections yearly usually at Move-in, Six months and Move-out or Lease renewal. These inspections are outside and inside full inspections with pictures. SPM will check furnace, water heater, all plumbing & electrical systems. Other inspections at Owner request.

17- MAINTENANCE. SPM has a full service maintenance department, with 24/7 SPM Services .SPM can fix anything from a leaky toilet, full remodeling and new Construction. SPM holds a Utah contractor's license. You can have peace of mind that all repairs are done right.

18- TAX INFO. SPM will send owner's 1099 rental income statement and all income and expenses reports. Also, Owners can view Monthly reports online.

19- MOVE-OUT INSPECTIONS. SPM will do a full move-out inspection, once the tenant moves out of property. SPM maintenance staff can do all rent ready services; Cleaning, Carpet cleaning, Painting, Repairs, Haul junk away and more...

20- ALSO, FULL REAL ESTATE SERVICES.
BUYING * SELLING * INVESTMENTS * COMMERCIAL



**SECURE PROPERTY MANAGEMENT
WITH 37 YEARS OF MANAGEMENT EXPERIENCE !**



STRESS FREE
Property Management