

# William R. Sellinger and Associates

Residential and Commercial Real Estate – Property Management

Dear Property Owner/Investor

For more than 40 years William R. Sellinger and Associates, a Kentucky licensed real estate brokerage, has served the real estate interests of thousands of clients in the Louisville Metro area. Our property management division assists clients to manage their real estate investments as well as the purchase and sale of real estate investments. We relieve the headache of tenant management, which lets you enjoy the benefits of investment property ownership. Our property management services include:

- Utilizing our professional tools and expertise to research and analyze your property to ensure you are receiving market rent
- Employing our bank of nationwide advertising resources to find and qualify tenants, which include Web sites, print advertising and professional yard signs
- Showing the property to an average 20-30 prospects to find the best qualified tenant for your rental
- Preparing professional leasing contracts that protect landlord rights and that aim to limit liabilities, and ensure compliance with all required government regulations, documents and disclosures
- Providing detailed monthly and annual owner's financial statements and a final accounting statement, including status of deposits and repairs, at the end of each lease
- Managing repairs and improvements with a bank of licensed and insured contractors for quickly and professionally completing repairs and improvements. *We also can make flexible arrangements with owners who want to complete their own repairs.*
- Conducting periodic inspections in addition to those required by law, which include, but are not limited to:
  - A move-in inspection, required by law, to establish the condition of the home/unit, which is the condition it must be in when the tenants move out to receive their full deposit
  - A mid-lease inspection to ensure tenants are maintaining the property and to report to the owner any changes in the home/unit that the owner may want to address
  - A move-out inspection, also required by law, to determine whether the condition has remained the same, or better than the move-in inspection, and which is the basis for the final accounting of the tenant's deposit and disbursement.
- Moving quickly, within three days of a late rent, to send a Seven-Day Notice of Eviction, and then on the 11<sup>th</sup> day providing all necessary documentation to the eviction attorney to begin and complete proceedings, including court dates and set-out dates if necessary. We move rapidly in this process to quickly re-gain possession of the home/unit to mitigate costs and re-rent the property. We can use your attorney, or you may want to manage the eviction yourself and we will provide you with all the appropriate documents.

Our goal for each owner is to utilize our professional and efficient management to increase investment property revenue and create cost savings to put more money in your pocket. Following are the management services and their respective fees.

- Overall management, inspections, and maintenance – 10% of the gross monthly rent
- Rental showings, processing applications, and leasing – ½ of first month's rent
- Lease renewals, which includes 60-day end-of-lease notices, tenant meetings and lease extensions - \$100.00
- Property Repairs, which include contacting contractors, scheduling repair dates and times, acquiring repair bids, reporting estimates to owners, follow up to make sure work is complete, paying invoices, and accounting to owners – 10% of invoice.
- Eviction processing, providing attorneys with required information and documentation, follow up with attorney for court dates, arrange for set-outs if necessary, reporting to credit bureaus and collection agency – 10% of total eviction costs.

We look forward to meeting with you soon to discuss our property management services. If you have any questions, or would like to discuss further, contact us at (502) 231-2927, or by e-mail at [wrselling@insightbb.com](mailto:wrselling@insightbb.com).

Thank You