

# ATLANTA MARIETTA



Property Management and Section 8

**Our mission is to protect your greatest real estate investment and to maximize your return while minimizing stress and headaches.**

**Don't trust your most valuable asset to just anyone. Trust the rental property experts ... Us!**

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# Professional Management At Its Best



We are a Georgia licensed Real Estate Brokerage focusing on comprehensive property management and tenant placement services for single-family homes, small apartments, and Section 8 residences. Serving the broader Atlanta area since 2009, we have successfully managed several million dollars' worth of investment property. Our primary commitment is to focus on “best practices” aimed at providing value-added services to the most important people in our organization:

our property owners and tenants. We manage these relationships by blending investment expectations of our owners with the expectations of our tenants. As one of the premier property management companies in the Atlanta area, we pride ourselves on delivering excellence to both property owners and tenants.

## WHAT WE OFFER

### FULL SERVICE PROPERTY MANAGEMENT

We offer a full management experience so you can have all your property needs handled in one place: rental preparation, marketing, tenant procurement, daily management, tenant relations, property maintenance, and accounting and financial documentation.

### SECTION 8 PROPERTY MANAGEMENT

With over 10 years of experience managing Section 8 properties, we stand out as one of the few companies in Atlanta actively engaged and skilled in effectively managing properties in the Housing Choice Voucher Program. Our comprehensive services encompass everything from navigating HUD regulations and requirements to tenant screening and acquisition, rent collection and rent adjustments, maintenance and repairs, and ensuring compliance with property inspections.

### FIND ME A TENANT

Finding a good tenant is often the hardest yet most crucial aspect of being a landlord, and we excel at finding that proverbial needle in a haystack for you! Through our tenant placement service, we take care of every step, including preparing your rental, taking professional photographs, listing your rental, conducting showings, screening potential tenants, preparing the lease, overseeing move-in activities.

### RESCUE ME - EXISTING TENANT TAKEOVER

Assuming responsibility for a rental with an existing tenant, whether good or bad, might appear challenging. Nevertheless, effective communication is the linchpin for successfully transitioning a property, whether it's self-managed or previously handled by another property management company. Our approach begins with an introduction letter to the tenant, followed by granting portal access, conducting an on-site assessment of the tenant and their circumstances, devising a new lease or a move-out plan, and gradually integrating them into our management structure.



# Full Service Property Management

Effectively managing rental property demands significant time, effort, and expertise. Whether you're a novice investor or an experienced property owner, we simplify the process of owning rental real estate and optimizing your property investment. Our comprehensive services cover every aspect of the rental cycle, from preparing your property for occupancy to handling move-outs and everything in between.



## Comprehensive Services

### 1. PREPARE/MARKET THE RENTAL

- Prepare your property to rent
- Provide an estimate of recommended repairs
- Run market analysis to determine rent
- Take professional photographs for listings
- Advertise on a multitude of rental websites and the multiple listing service
- Conduct open houses and show property

### 3. PREPARE/ EXECUTE LEASE

- Write lease with automatic renewal
- Write all exhibits and addendums
- Prepare home for move-in
- Perform move-in with photo inspection report
- Collect monies and turn over keys/fobs/codes
- Assist with utilities transfer

### 5. ONGOING MANAGEMENT

- Collect rents, process rent increases and renewals
- Handle maintenance and repairs 24/7
- Enforce the lease and address violations
- Perform drive-by and annual inspections
- Process late notices and evictions
- Work with HOA's

### 2. QUALIFY PROSPECTIVE TENANTS

- Process online applications
- Thoroughly screen tenants: credit report, rental history, employment, income, eviction, sex offense, bankruptcy, background and collections history
- Perform pet screening
- Verify all information with actual documents
- Check social media and call references

### 4. MONTHLY ACTIVITY

- Enable owner and tenant portals for payments, repair requests, lease documents and statements
- Provide a variety of tenant payment methods
- Print/distribute monthly and annual statements
- Direct deposit of rents within 15 banking days of receipt of rent

### 6. EXIT WALK THROUGH

- Oversee lease terminations and notices
- Schedule and perform move-out
- Document damages against move-in report
- Reconcile security deposit and disbursements
- Collect keys/fobs and change codes
- Re-key exterior door knobs and deadbolts

*Our attention to detail and excellence in customer service has contributed to our high customer satisfaction rating.*

# Section 8 Property Management



The Housing Choice Voucher (HCV) program is the federal government's primary program for assisting low-income families, the elderly, and persons with disabilities so they can afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the HCV tenant, participants are able to find their own housing, including single-family homes, townhouses and apartments.



While accepting Section 8 tenants may not be a good fit for every owner, it does have many advantages, and you'd be helping families and individuals in need. If you own properties that may qualify for Section 8 housing vouchers, it might be worth looking into this opportunity.

## Comprehensive Section 8 Services

### 1. PREPARE/MARKET THE RENTAL

- Prepare your property to rent
- Provide an estimate of recommended repairs to ensure it will pass the initial HA inspection
- Process HUD paperwork
- Take professional photographs for listings
- Advertise on the MLS plus a multitude of rental websites with a focus on Section 8
- Show property and attend Housing Fairs

### 3. PREPARE/ EXECUTE LEASE

- Process HAP and write additional lease
- Write any exhibits and addendums
- Prepare home for move-in
- Perform move-in with photo inspection report
- Collect monies and turn over keys/fobs/codes
- Assist with utilities transfer

### 5. ONGOING MANAGEMENT

- Perform pre-inspections and coordinate HA annual and random inspections
- Handle maintenance and repairs 24/7
- Enforce the lease and address violations
- Perform drive-by and annual inspections
- Process late notices and evictions
- Submit rent adjustments periodically
- Communicate with HA on regularly

### 2. QUALIFY PROSPECTIVE TENANTS

- Process online applications
- Review credit, rental history, eviction, background and collections history
- Interview potential tenant
- Perform pet screening if pets are permitted
- Check social media and call references
- Process RTA's and ensure tenant is ready to move
- Perform pre-inspection and coordinate with HA

### 4. MONTHLY ACTIVITY

- Enable owner and tenant portals for payments, repair requests, lease documents and statements
- Provide a variety of tenant payment methods
- Print/distribute monthly and annual statements
- Direct deposit of Section 8 rent
- Process tenant portion of monthly rent

### 6. EXIT WALK THROUGH

- Process HA terminations
- Oversee lease terminations and notices
- Schedule and perform move-out
- Document damages against move-in report
- Reconcile security deposit and disbursements
- Collect keys/fobs and change codes
- Re-key exterior door knobs and deadbolts

*Terms:*  
HA = Housing Authority  
HAP = Housing Authority Payment (monthly rent and responsibilities)  
RTA = Request For Tenancy Approval (application)

# Find Me A Tenant



## WE FIND THE TENANT, YOU MANAGE THE PROPERTY

Tenant placement is pivotal for the success of your rental and is often the most stressful aspect for landlords. Introducing an unsuitable tenant to your property can lead to significant expenses, both in terms of time and resources, particularly upon their departure. Our Tenant Placement Program is designed to secure the most suitable tenant for your rental, making it easier for you to manage effortlessly.

We use the same extensive criteria in selecting an excellent tenant for you as we do when managing the property – Why? You might eventually consider contracting us for management services!

## LEASING FEE: 1 MONTH'S RENT

**\$500 non-refundable advertising fee is due at signing.**  
**Leasing fee paid from the first month's rent received when leased.**

### *Tenant Placement Services includes:*

#### 1. PREPARE/MARKET THE RENTAL

- Prepare your property to rent
- Provide an estimate of recommended repairs
- Run market analysis to determine rent
- Take professional photographs for listings
- Advertise on a multitude of rental websites and the multiple listing service
- Handle calls and pre-screen prior to showing
- Conduct open houses and show property

#### 3. PREPARE/ EXECUTE LEASE

- Write lease with owner stipulations
- Write all exhibits and addendums
- Provide guidance to owner for move-in preparation
- Perform move-in with photo inspection report
- Collect monies and turn over keys/fobs/codes
- Turn over management

#### 2. QUALIFY PROSPECTIVE TENANTS

- Process online applications
- Thoroughly screen tenants: credit report, rental history, employment, income, eviction, sex offense, bankruptcy, background and collections history
- Perform pet screening
- Verify all information with actual documents
- Check social media and call references
- We disclose information with owner

#### 4. EXIT WALK THROUGH

- Schedule and perform move-out
- Document damages against move-in report
- Prepare security deposit reconciliation
- Collect keys/fobs
- Turn over Security Deposit Reconciliation to Owner for disbursement



# Rescue Me – Existing Tenant Takeover

## ALREADY GOT A TENANT? WE CAN TAKE OVER

Life happens!

You may find that you simply do not have the time to manage your rental property, encounter difficulties with your tenant, or feel dissatisfied with your current management company, prompting a desire for a change. Whether you face challenges with rent collection, tenant issues, property damage, lease violations, or any other concerns, we're here to take over.



Changing property managers isn't complicated – it's all about timing and communication. Knowing when to make the change and ensuring your tenant has been notified will certainly help make the transition a smooth one. When leaving your current management company, don't forget that they need about 3 weeks' notice to wrap up their work activities and transfer documents and funds to the new company. If you terminate your property manager abruptly or release them just when rent is due, you will encounter problems.

Rescue Me is tailored to seamlessly transfer control of your existing tenants to us. We ensure a smooth transition, ensuring you or your tenants don't miss a single rent payment – provided they're making them, of course!



**FEE:  
YOU CHOOSE  
MANAGEMENT LEVEL  
PLUS \$250 TURNOVER**

### TENANT TURNOVER

- Evaluate your current tenant, property, and lease
- On-board the tenant with a portal and access to maintenance repair requests
- Transition tenant communication away from you or the previous company to us
- Meet the tenant and perform an interior and exterior inspection
- If the tenant fails to make payments, assess the most effective approach to either bring the tenant up to date on payments or facilitate a lease termination and move-out
- Ensure they have access to our customer service team
- Integrate them into our system

# 10 Reasons To Partner With Us

**1. Aggressive Marketing Programs.** Our thorough marketing strategy includes the syndication of listings, utilization of multiple listing services, and the implementation of referral programs. This guarantees a consistent influx of well-qualified tenants, facilitating the prompt and premium-rate filling of vacancies as quickly as possible.

**2. Accurate Pricing.** You will receive market analysis reports that provide a realistic evaluation of your home's potential rental income. We prioritize precision over exaggerating figures merely to secure your business.

**3. Extensive Tenant Screening.** Our rigorous tenant screening process minimizes payment risk and evictions by verifying IDs, credit, background, employment, and rental history, along with mandatory document verification. We've processed thousands of applications and know what to look for and what to avoid in a high quality tenant.

**4. Exclusive Owner Benefits.** We offer a set of guarantees crafted for your peace of mind and property protection, covering everything from selecting the right tenant to a flexible month-to-month property management agreement.

**5. Long-Term Tenants.** For profitability, we seek long-term tenants and set up initial 18-24 month leases with automatic renewals and rent increases. Longer leases from the start brings stable tenants and increases the likelihood of several years of occupancy.

**6. Powerful, Owner-focused Lease.** Our robust, owner-focused lease minimizes owner risk and safeguards your investment. Unlike standard form leases used by other companies, ours offers comprehensive owner protection, developed from years of tenant interaction.

**7. Premier Software, Accounting, and Financials.** We utilize leading-edge software designed with functionality for owners and tenants, allowing 24/7 access. State-of-the-art features enable us to monitor owner expenses, oversee and coordinate repairs, and generate comprehensive owner financial statements and reports.

**8. In-house Contractors.** To minimize costs, our team manages repairs and maintenance, avoiding extra fees typical of independent contractors for minor tasks, even on holidays and weekends. For the affiliates we engage, we conduct pre-screening and verification to ensure they carry insurance.

**9. Tenant Benefit Program.** Tenants are enrolled our special Program. We share the costs that cover rent payment credit reporting, various payment methods, HVAC filter delivery, pest control, identity protection, renters insurance, and much more.

**10. Only Property Management.** Our focus exclusively! This avoids conflicts of interest, ensuring our commitment to swiftly renting your home at the best rate to the finest tenant, unaffected by distractions from buy/sell activities or economic fluctuations.

## More Reasons to Partner With Us On Your Section 8



- All the reasons above plus
- Over 10 years of Section 8 experience and strong relationships with HA staff
- We actively participate with all metro Atlanta Housing Authorities
- We supplement the Housing Authority's lease with our stringent lease
- Our objective is to pass Housing inspections the first time to eliminate long vacancies and rent abatement

# Exclusive Owner Benefits

We are so confident in our customer service that we offer a range of Owner benefits.



## TENANT PLACEMENT GUARANTEE

If any tenant we place breaks the lease during the first 6 months, we will re-lease it for free.

- We must have a property management agreement in place
- Monthly rent must be \$1000 or more



## NO UPFRONT LEASING FEE

You don't pay our leasing fee until we have a signed lease and the tenant moves in.

- Our fees are paid from the initial rents
- Property reserve is due when management agreement is signed



## MANAGEMENT CONTRACT SATISFACTION

Your satisfaction is our highest priority. We offer only month-to-month management agreement contracts with no termination fees.

- 30 day written notice
- Funds and leases transferred to you or your new management company



## SHOWING OPTIONS

We offer a variety of tour options that include housing fairs, licensed agent showings, open houses, and self-showings. You choose, no extra charge for any option.



## TENANT AMENITIES

Tenants are automatically enrolled in our Tenant Benefits Program. Both you and the tenants benefit from these valuable services.



## ON-TIME RENT DEPOSIT

Your rent payment will be direct deposited on or before the 15th of each month.

- You must have portal access with an attached bank account
- Tenant must make their payment on time
- This does not guarantee that the tenant will pay on-time



## NO RENT NO FEES

If you don't get paid, we won't collect management fees. You only pay if we successfully collect rent due.



## PROTECTION PLUS

Insurance that covers malicious damage, loss of rent, eviction costs, and \$1M in general liability



## VACANT HOME SECURITY

We can install a monitored security system to deter break-ins and squatters.



# Features To Attract & Retain Great Tenants



## ACCURATE RENTAL PRICING

- Accurate and detailed analysis with graphs, photos, and addresses
- Reports from a variety of reliable sources



## PROFESSIONAL PHOTOGRAPHS

- Sales-quality photos as part of our marketing campaign
- Photos enhanced to show off your property
- 25-50 photos to ensure top placement on rental websites



## MARKETING FOR MAXIMUM EXPOSURE

- Listed in the MLS and all major rental websites
- Descriptive narratives portraying the features of your rental
- Follow-up and feedback from potential tenants



## CONVENIENT SHOWINGS

- Variety of touring options for ease and convenience
- Licensed Agent showings and Open houses
- Self-showing lockboxes are an option



## COMPREHENSIVE TENANT SCREENING

- Income and Employment
- Landlord Verification and Pet Screening
- Credit History, Eviction, Collections and Bankruptcy Check
- Criminal Background and Felony Offenses



## STRONG LEASE AND ENFORCEMENT

- Leases designed to protect owners
- Initial multi-year leases with annual renewals and rent increases
- Periodic drive-bys to ensure property is well-cared for by tenant
- Interior inspections annually



## SUPERIOR IN-HOUSE MAINTENANCE

- Crew works only on the properties we manage, 24/7 service
- Repairs and preventative maintenance
- Very competitively priced and work guaranteed



## TENANT AND OWNER PORTALS

- Various payment methods: ACH, recurring, and credit card
- Direct deposit to Owner by the 15th of each month
- Maintenance/repairs submitted online; Repository for leases
- Monthly and Annual Statements delivered to your portal

# Pricing and Services

Conditions apply; Everything is subject to change

**Fair and transparent pricing with no hidden fees**  
**Pricing plans to meet your goals**

SERVICE/FEATURE	PREMIUM Min \$150	PREMIER Min \$125	PRIME
Management fee (PREMIUM & PREMIER paid only while receiving rent)	10%	8%	\$100 (flat fee)
Leasing fee (Tenant procurement and advertising)	----- 1 month's rent -----		
Lease renewal fee	\$150	\$250	\$350
Setup fee	\$0	\$100	\$150
Setup – transfer owner & tenant to Housing Authority	\$0	\$100	\$150
Setup – register new owner with Housing Authority	\$0	\$100	\$150
Repair reserves for 10 or less homes	\$500 each	\$500 each	\$500 each
Repair reserves for 11 or more homes	\$300 each	\$300 each	\$300 each
Repair reserves for multi-family apartments	\$2000 bldg	\$2000 bldg	\$2000 bldg
TENANT PROCUREMENT AND ADVERTISING			
Rental market analysis report & rate determination	✓	✓	✓
Perform pre-leasing inspection	✓	✓	✓
Identify rent ready issues, provide estimates	✓	✓	✓
Install Smart Locks on exterior doors (as needed)	\$25 + hardware	\$25 + hardware	\$25 + hardware
Rent ready coordination and install lockbox	✓	✓	✓
Make repairs on property	market	market	market
Gather detailed list of property features	✓	✓	✓
Take listing photographs	✓	✓	✓
Advertise in MLS and other major rental sites	✓	✓	✓
Handle listing calls, emails, and texts	✓	✓	✓
Coordinate showings, tours, Housing Fairs, open houses	✓	✓	✓
Broom clean during listing period	✓	✓	✓
Handle lawn maintenance during listing	market	market	market
Manage utility turn on/off and transfer	✓	\$10 each	\$25 each
Process applications and screen applicants	✓	✓	✓
Send approval and welcome letter	✓	✓	✓
TENANT MOVE-IN			
Send approval letter and process RTA	✓	✓	✓
Negotiate rent with Housing Authority if applicable	✓	✓	✓
Negotiate lease terms and contingencies	✓	✓	✓
Write up and execute lease signing and collect fees	✓	✓	✓
Duplicate keys & secure fobs	✓	✓	✓
Perform a pre-move-in wipe down	✓	✓	✓
Pre-inspection and coordinate Housing Authority inspection	✓	\$40	\$50
Perform move-in inspection with tenant	✓	✓	✓
Collect security deposit, fees, and rent	✓	✓	✓
Issue keys to tenant and remove lockboxes	✓	✓	✓
Set up tenant / owner portal	✓	✓	✓

Subject to change at any time without notice ~ If it is not on the list, just ask and we will provide you with a price.

# Pricing and Services, con't

SERVICE/FEATURE	PREMIUM 10%	PREMIER 8%	PRIME \$100
<b>PROFESSIONAL MANAGEMENT</b>			
Collect rents and other monies	√	√	√
Follow-up on delinquencies	√	√	√
Verify and process owner distributions	√	√	√
Maintain tenant & owner ledgers and balances	√	√	√
Portal access, lease and documents storage	√	√	√
Maintain security deposit in escrow account	√	√	√
Produce Owner statements	√	√	\$10 monthly
Prepare 1099's and Year End statements	√	\$125	\$175
Perform property inspection (Req annually)	√	\$225	\$275
Enforce lease terms, address complaints	√	√	√
Coordinate/manage maintenance and repair	√	√	√
Repair Coordination	10%	10%	10%
Follow up on HOA complaints	√	√	√
Perform property drive by's bi-annually	√	\$40 each	\$55 each
Process rent increases with Housing Authority	√	\$40	\$50
Provide various rent payment options	√	√	√
Register tenant with HOA	√	\$40	\$55
<b>TENANT MOVE-OUT AND TURNOVER</b>			
Secure official termination form & follow-up	√	√	√
Perform move-out inspection (required)	√	√	\$175
Reconcile security deposit and distribute	√	√	√
Collect keys, openers, fobs at move-out	√	√	√
Oversee removal of personal property	√	√	√
Manage utility turn on/off and transfer	√	\$10 each	\$25 each
Rekey exterior doors (labor only) and begin rent-ready	√	\$75 each	\$100 each
<b>OTHER SERVICES</b>			
Major rehab and renovation coordination	10%	10%	10%
Provide HVAC filters & filter installation	\$250/yr	\$250/yr	\$250/yr
Coordinate Home Warranty Repairs	\$50	\$75	\$100
Coordinate Termite Inspections	\$50	\$75	\$100
HVAC Semi-annual checkup	Market	Market	Market
Provide pest control	Market	Market	Market
Provide lawn maintenance & cleanup	Market	Market	Market
Special reports upon request	Market	Market	Market
File evictions & sheriff-assisted move-outs	Cost plus \$350	Cost plus \$400	Cost plus \$500
Insurance claims coordination	10%	10%	10%
Landlord liability insurance per property	\$25/mo	\$25/mo	\$25/mo
Eviction and Liability Insurance – Protection Plus (Minimum \$200 minimum monthly fee)	Included	\$55/mo	\$55/mo
Vacant Home Security	\$45/mo	\$45/mo	\$50/mo

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# We Help Get Your Property Ready to Rent

## PREPARATION IS KEY

*Rentals that fail to be properly prepared result in less traffic, fewer prospects, more time on the market, and a lower rental amount. In fact, they may not even rent at all.*

A fresh start to a new lease means getting your property sparkling and ready to rent for your next tenant. To attract the best renters your home must stand out from the competition. Your home should give the potential renter a reason to choose your home over another – especially if the rent is higher or the rental market is sluggish.

The condition of your rental property will significantly impact how much rent you can receive and how long it will take to rent. As objectively as possible, assess how well your home compares to others on the market. You may not see your home's quirks and faults but a potential tenant probably will - and may be turned off.

Before listing your home, you must get it "Rent-Ready". Rent-ready means your rental property is in the perfect condition for new tenants. The sooner your property is ready for a tenant, the sooner you can start collecting rent. Once a lease ends and your tenants vacate, the home needs to be cleaned and repaired or remodeled as quickly as possible. While the temptation to market the property before it is ready to show, especially if major updates are required, it is still best to resist until it is truly show-ready. Properties that are not show-ready will sit on the market - and a vacant property is a huge expense.

We help you get your property ready to rent. We have our own crew of both general handymen and licensed professionals that can handle anything including HVAC servicing and repairs, plumbing, electrical work, painting, flooring, roofing, general repairs, yard maintenance, and thorough cleaning, among a few of our services.

Ask for or download a copy of our RENT READY brochure to help you determine what work you should do and what work won't necessarily add value. If you need more than an update, we can do that, too! Just ask us about our Rent-Ready services.



# What Our Clients Say About Us

We strive to provide both our Owners and our Tenants with the best service possible. Their opinions matter to us!

★★★★★ Karen Wyle:

Kathy Pecora at Atlanta Area Property & Management really knows her stuff. I've been working with her for over a year, and have learned so much about property management. She's thorough and is always willing to help.

★★★★★ Carolee Larsen:

I can't say enough good things about Atlanta Area Property and Management! When people ask me about rentals I tell them that the secret to success is great property management, and give them the number of AAPM. I give this company my highest recommendation.

★★★★★ Melissa Codio:

Great experience thus far, very prompt and professional services. If you are looking for a property manager I would highly recommend their services. Kathy stayed on top of every aspect of the process and did not skip a beat.

★★★★★ Elyssa Bernard:

Truly excellent service by Atlanta Area Property Management. This is one of the most responsive, most professional organizations I've ever had the pleasure of dealing with. I highly recommend them!

★★★★★ Thomas Dominique:

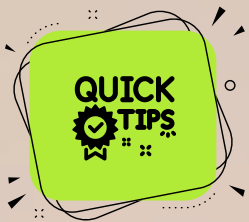
The team at AAPM are really awesome! They are very responsive, flexible, and knowledgeable about renting to tenants. We use them to manage two of our properties and they have done a great job not only finding quality tenants but handling and resolving any issues that have come up. I highly recommend working with them!

★★★★★ Ryan Stucki:

Kathy and Michelle have been awesome to work with. We have almost 50 rentals in more than one state. We've worked with a lot of different property management companies. Highly recommend Atlanta Area Property and Management Inc!

# ATLANTA'S CHOICE FOR PROPERTY MANAGEMENT AND SECTION 8

*Maximizing your real estate investment with  
experience, expertise, and excellence.*



**#1 Never, ever, ever, ever rent to family, friends, friends of family, or friends of friends. They take advantage of you and it is hard to recover.**

**#2 Always re-key your locks before your first renter moves in and between every tenant. You don't know who has keys and this could be a huge liability for you.**

**#3 Update your property and do a good job but remember that you are not going to live there. Make it nice and ensure it meets local and county code requirements but weigh the update costs.**

**#4 Treat your rental like a business ... because it is.**

**#5 When buying rental property, purchase property that rents in the range of \$1000 to \$1500 per month. This is the sweet spot and your home will always get rented quickly.**

**#6 Visit our website for more information about our company and services, testimonials, rental listings, policies, and our blog.**



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