

**EXCEPTIONAL PROPERTY MANAGEMENT FOR EVERY HOME**



**Safeguarding your real  
estate investment -  
maximizing returns while  
minimizing stress.**

**Your property deserves  
expert management. Trust  
the professionals who  
deliver results.**

**Managing with Purpose.  
Delivering with Integrity.**

**Atlanta Area**  
PROPERTY AND MANAGEMENT, INC.



# Focused on Your Investment. Committed to Your Success.

Atlanta Area Property Management is a Georgia-licensed real estate brokerage specializing exclusively in residential property management. Since 2009, we've managed multi-million-dollar portfolios across metro Atlanta, including single-family homes, small apartment communities, and Section 8 properties.

Our focus is simple: expert oversight, responsive service, and reliable results. Whether it's a premium rental or an affordable housing unit, we protect your investment, ensure compliance, and deliver a positive experience for both owners and tenants.

**Property management is all we do—so we do it exceptionally well.**



## *Beyond Basic Management*

We go beyond management—we protect what matters most. Through proactive care, expert guidance, and an unwavering commitment to excellence, we bring peace of mind to every owner and ensure each property is treated like it's our own.

We take a premium approach to every property—whether it's a Class A investment or a long-standing Section 8 residence. Our model combines professional oversight, detailed financial management, and responsive communication to protect your assets and drive performance.

Property owners rely on us to preserve value, reduce vacancy, and ensure compliance, while tenants benefit from well-maintained homes and respectful, responsive service. By aligning investor goals with tenant needs, we foster long-term stability and lasting success.



# Comprehensive Management Solutions



## FULL SERVICE PROPERTY MANAGEMENT

1. Our full-service management covers every aspect of your rental—from preparation and marketing to maintenance, tenant relations, and financial reporting. We streamline the process to protect your investment, reduce vacancy, and deliver consistent, hassle-free service.

## SECTION 8 PROPERTY MANAGEMENT

2. With over a decade of experience in the Housing Choice Voucher Program, we are a trusted leader in Section 8 property management. We handle HUD compliance, inspections, rent adjustments, and housing authority communication—ensuring smooth operations for owners and stable housing for residents.

## RESCUE ME - TENANT TAKEOVER

3. Our “Rescue Me” service simplifies the takeover of properties with existing tenants—whether through a sale or management transfer. We start with clear tenant communication and portal setup, followed by a full property assessment. From there, we review lease terms, resolve compliance issues, and create a plan for renewal or transition—aligning both tenant and property with our management standards.



## CLIENT TESTIMONIAL



**I have been very happy with the service I've received so far from this property management company. [My property manager] always responds quickly and is very helpful and informative. Repairs have been completed in a reasonable amount of time without breaking the bank. Their online portal makes it easy for me to see what is happening with my property. I would definitely recommend this company to any homeowners looking for a reliable, trustworthy and professional property manager.**

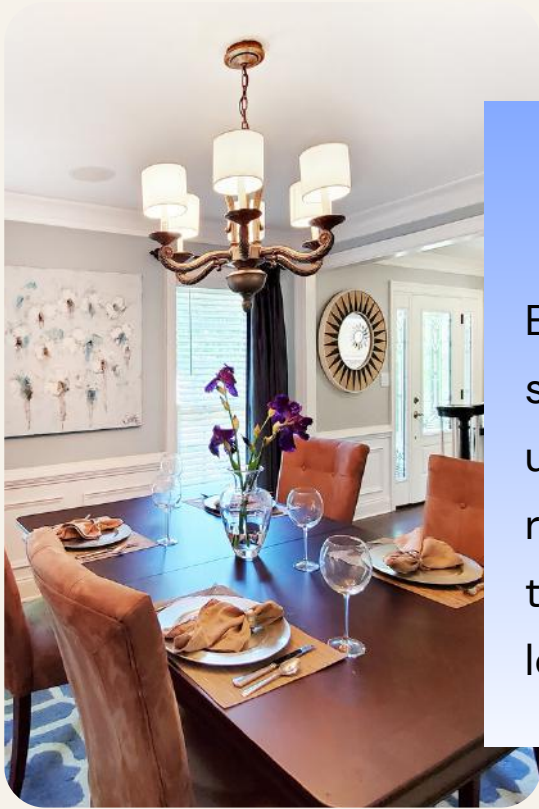
**Patrick Cherry**

Rental Property Owner



# Full Circle Management

## From Rent Ready to Move-Out and Back Again



### *Why Clients Stay*

Exceptional service and attention to detail sets us apart—and keeps our clients with us. We prioritize clear communication, reliable follow-through, and consistent care that protect your investment and foster long-term relationships.

#### 1. PREPARE/MARKET THE RENTAL

- Provide on-site rent-ready assistance
- Deliver a detailed repair and update estimate
- Run a market analysis to determine best rent
- Capture high-quality listing photos
- Advertise across top rental platforms and MLS
- Light cleanup and lawn care while listed
- Coordinate and manage property showings

#### 2. QUALIFY PROSPECTIVE TENANTS

- Process online rental applications
- Run full credit and background check
- Employment and income verification
- Rental history verification
- Perform pet screening
- Check for fraudulent document checks
- Review social media and references

#### 3. PREPARE/ EXECUTE LEASE

- Draft lease with automatic renewal provisions
- Create all required exhibits and addendums
- Prepare the home for tenant move-in
- Conduct detailed move-in inspection photos
- Collect payments and transfer keys, fobs, codes
- Assist with utility setup and transfers

#### 4. MONTHLY ACTIVITY

- Provide owner and tenant portals for payments, repairs, and documents
- Offer multiple tenant payment methods
- Track tenant rent and repair transactions
- Generate monthly and annual financials
- Direct deposit rental income

#### 5. ONGOING MANAGEMENT

- Collect rent and manage renewals and increases
- Handle 24/7 maintenance and repair requests
- Enforce lease terms and resolve violations
- Conduct drive-by and annual inspections
- Manage late notices, oversee eviction process
- Communicate and coordinate with HOAs

#### 6. EXIT WALK THROUGH

- Manage lease terminations and notices
- Conduct move-out inspections
- Document damages vs. move-in condition
- Reconcile and return security deposits
- Collect keys/fobs and update access codes
- Re-key all exterior locks and deadbolts

# 10 Reasons Why Owners Trust Us

## 1. Aggressive Marketing Strategies.

Our comprehensive approach includes listing syndication, multiple listing services, and referral programs. This ensures a steady stream of qualified tenants, allowing us to fill vacancies quickly and at premium rates.

## 2. Accurate Pricing.

We provide detailed market analysis reports to assess your property's true rental value. Our focus is on accuracy, not inflated numbers, ensuring realistic expectations and sustainable returns.

## 3. Thorough Tenant Screening.

We reduce risks by verifying IDs, credit, background, employment, and rental history, along with strict document verification. With thousands of screenings, we know how to spot top-quality tenants.

## 4. Exclusive Owner Perks.

Enjoy tailored guarantees designed for peace of mind, from securing the right tenant to flexible, month-to-month management agreements that adapt to your needs.

## 5. Stable, Long-Term Tenants.

We promote tenant retention with 18-24 month leases, automatic renewals and rent increases, ensuring stability and long-term profitability.

## 6. Owner-Focused Lease Protection.

Our customized lease is designed to minimize owner risk and protect your investment. Unlike generic leases used by others, ours is built from years of experience to provide superior owner safeguards.

## 7. Advanced Software & Financials.

Our cutting-edge system offers 24/7 access for owners and tenants, allowing seamless expense tracking, repair coordination, and detailed financial reporting—all in one place.

## 8. Trusted Contractors & Maintenance.

We handle repairs efficiently without hidden contractor markups, even on weekends and holidays. Our vetted affiliates are pre-screened and fully insured for quality service.

## 9. Exclusive Tenant Benefit Program.

Tenants benefit from flexible payment options, regular HVAC filter delivery, online portal access, and a host of added perks—all at no cost to you, and helping ensure longer occupancy.

## 10. Dedicated Property Management.

With a dedicated focus solely on leasing—and no buy/sell distractions—our concierge property management service is committed to securing quality tenants and enhancing your rental income.

*Section 8 -  
More Reasons*

- 10+ years of Section 8 management experience
- Strong relationships with Housing Authority staff
- Active participation with all metro Atlanta Housing Authorities
- Stricter lease terms layered over the standard HA lease
- Proactive approach to pass inspections the first time s



# Pricing and Services – No Hidden Fees

Professional property management protects your time and investment. From tenant screening to maintenance, rent collection, and financial reporting, the right management reduces vacancies, prevents costly mistakes, and helps you grow a stronger, more profitable portfolio.



| SERVICE/FEATURE                                                  | PREMIUM                    | PRIME            | SECTION 8       |
|------------------------------------------------------------------|----------------------------|------------------|-----------------|
| Management fee                                                   | 10% (\$150 min)            | \$100 (flat fee) | 10% (\$100 min) |
| Leasing fee (Tenant procurement and advertising)                 | ----- 1 month's rent ----- |                  |                 |
| Lease renewal fee                                                | \$150                      | \$350            | -               |
| OnBoarding                                                       | ✓                          | \$250            | \$250           |
| Section 8 lease renewal and rent increase application            | -                          | -                | \$150           |
| Section 8 Registration and setup                                 | -                          | -                | \$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      |
| Technology / Compliance Fee                                      | ✓                          | \$95 annual      | \$95 annual     |
| Protection Plus Eviction Safety Net and \$1M Liability Insurance | ✓                          | \$59 month       | \$59 month      |
| Vacant Home Security Police Monitoring (only while listed)       | \$45 month                 | \$45 month       | \$45 month      |
| TENANT PROCUREMENT AND ADVERTISING                               |                            |                  |                 |
| Rental market analysis report & rate determination               | ✓                          | ✓                | ✓               |
| Perform pre-leasing inspection and rent-ready coordination       | ✓                          | ✓                | ✓               |
| Identify rent ready issues, provide estimates                    | ✓                          | ✓                | ✓               |
| Install/rekey exterior doors (hardware not included) & lockbox   | ✓                          | ✓                | ✓               |
| Make property repairs                                            | market                     | market           | market          |
| Gather detailed list of property features                        | ✓                          | ✓                | ✓               |
| Take listing photographs                                         | ✓                          | ✓                | ✓               |
| Advertise in MLS, Zillow and other major rental sites            | ✓                          | ✓                | ✓               |
| Handle listing calls, emails, and texts                          | ✓                          | ✓                | ✓               |
| Coordinate showings, tours, open houses                          | ✓                          | ✓                | ✓               |
| Broom clean during listing period                                | ✓                          | ✓                | ✓               |
| Manage utility turn on/off and transfer between tenants          | ✓                          | \$25 each        | \$25 each       |
| Process applications and screen applicants                       | ✓                          | ✓                | ✓               |
| Send approval and welcome letter                                 | ✓                          | ✓                | ✓               |
| Submit Section 8 RTA, coordinate inspections, and negotiate rent | -                          | -                | \$150           |
| TENANT MOVE-IN                                                   |                            |                  |                 |
| Negotiate lease terms and contingencies                          | ✓                          | ✓                | ✓               |
| Write up and execute lease signing and collect fees              | ✓                          | ✓                | ✓               |
| Duplicate keys & secure fobs                                     | ✓                          | \$25             | ✓               |
| Perform move-in condition inspection                             | ✓                          | ✓                | ✓               |
| Collect security deposit, fees, and rent                         | ✓                          | ✓                | ✓               |
| Set up tenant / owner portal                                     | ✓                          | ✓                | ✓               |
| Turnover property over to new tenants                            | ✓                          | ✓                | ✓               |



# Pricing and Services (page 2)

| SERVICE/FEATURE                                         | PREMIUM 10% | PRIME \$100  | SECTION 8 10% |
|---------------------------------------------------------|-------------|--------------|---------------|
| <b>TENANT MOVE-OUT</b>                                  |             |              |               |
| Secure official termination notice & follow-up          | √           | √            | √             |
| Perform move-out condition inspection                   | √           | \$249        | \$199         |
| Reconcile security deposit and distribution             | √           | √            | √             |
| Collect keys, openers, fobs at move-out                 | √           | √            | √             |
| Collect rents and other monies                          | √           | √            | √             |
| <b>PROFESSIONAL MANAGEMENT</b>                          |             |              |               |
| 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 month   | √             |
| Prepare 1099's and Year End statements                  | √           | \$175        | √             |
| Perform periodic interior property inspection           | \$175       | \$275        | \$175         |
| Coordinate Section 8 annual inspection                  | -           | -            | \$150         |
| Enforce lease terms, address complaints                 | √           | √            | √             |
| Coordinate/manage maintenance and repair                | 10%         | 10%          | 10%           |
| Follow up on HOA complaints                             | √           | √            | √             |
| Perform property drive-bys                              | √           | \$99 each    | √             |
| Provide various rent payment options                    | √           | √            | √             |
| Register tenant with HOA                                | √           | \$55         | √             |
| Hand deliver 3-day eviction notice                      | √           | \$87.50      | √             |
| <b>OTHER OPTIONAL SERVICES</b>                          |             |              |               |
| Install furnace filters quarterly                       | \$87.50     | \$87.50      | \$87.50       |
| Coordinate Home Warranty or Owner Handyman Repairs      | √           | \$27.50/call | √             |
| Coordinate Termite Inspections                          | √           | \$100        | √             |
| Special reports upon request, if available              | √           | \$87.50      | √             |
| Eviction filing costs (if we placed tenant)             | √           | √            | √             |
| Eviction move-outs (cost of labor)                      | Market      | Market       | Market        |
| Insurance claims and major rehab coordination           | 10%         | 10%          | 10%           |
| HVAC Semi-annual checkup                                | Market      | Market       | Market        |
| Pest control and lawn maintenance                       | Market      | Market       | Market        |
| Internet Service for Security Cameras while listed only | \$45/mo     | \$45/mo      | \$45/mo       |



We believe in fair pricing that reflects the level of care, service, and results your investment deserves

# Exclusive Owner Benefits



## TENANT PLACEMENT GUARANTEE

If we place a tenant and they break their lease during the first 6 months - we will find a new tenant at no cost to you.



## NO UP-FRONT LEASING FEE

Our leasing fee is due only when the lease is signed and the tenant moves in —and it's deducted directly from the initial rent payments.



## MANAGEMENT CONTRACT SATISFACTION

Your satisfaction comes first. We offer month-to-month management agreements with no termination fees; just a 30-day notice.



## SHOWING OPTIONS

We offer a variety of tour options at no extra charge—including popular self-showings, agent-led tours, and open houses.

*Our commitment to exceptional service is why we offer a suite of exclusive benefits designed specifically for our owners.*



## TENANT BENEFITS PROGRAM

Every tenant receives Tenant Benefits delivering valuable services to both property owners and renters.



## ON-TIME RENT DEPOSITS

We know you want your money fast! So we ACH your tenant rent into your bank account by the 15th day of each month.



## VACANT HOME SECURITY

We install a police-monitored security system during the listing period to deter break-ins and squatters.



## PROTECTION PLUS

Coverage that includes protection for malicious damage, lost rent, eviction costs, and \$1M in general liability.



# Features That Attract and Retain Great Tenants

## ACCURATE RENTAL PRICING

- Accurate, detailed analysis with nearby comparables
- Comparables with graphs, photos, and property addresses
- Reports compiled from multiple reliable sources



## PROFESSIONAL PHOTOGRAPHY

- 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 Multiple Listing Service and top rental websites
- Compelling descriptions highlighting the property's best features
- Follow-ups and feedback from prospective tenants



## CONVENIENT SHOWINGS

- Multiple touring options for convenience
- Licensed agent showings and open houses
- Secure self-showing lockbox tours



*"Attracting great tenants starts with a well-managed property—retaining them requires consistent care, clear communication, and respect."*

## COMPREHENSIVE TENANT SCREENING

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



## STRONG LEASE AND ENFORCEMENT

- Owner-focused leases for maximum protection
- Multi-year leases with annual renewals and rent increases
- Periodic drive-bys and inside inspections for tenant compliance



## SUPERIOR MAINTENANCE AND REPAIRS

- In-house crews and vetted affiliates for reliable service
- 24/7 repairs and preventative maintenance
- Competitive pricing with guaranteed workmanship



## TENANT AND OWNER PORTALS

- Multiple payment options: ACH, recurring, and credit card
- Online portal for maintenance requests and lease storage
- Monthly and annual statements available in your portal



# We Help Get Your Property Ready To Rent

## FIRST IMPRESSIONS MATTER

### PREPARATION AND CURB APPEAL DRIVE RENTAL SUCCESS

#### Rent-Ready Matters: Attract the Best, Lease Faster

A successful lease starts with a clean, well-prepared home. In today's rental market—especially in competitive or slow conditions—presentation is everything. Renters are drawn to properties that feel fresh, cared for, and move-in ready. A home that shines from the moment a prospect steps inside will rent faster, attract better tenants, and command stronger rent. On the other hand, small oversights—like scuffed walls, stained carpet, or overgrown landscaping—can raise red flags and cause qualified tenants to walk away.

First impressions truly matter. A tidy yard, working light fixtures, fresh paint, and a clean, odor-free interior speak volumes. Even minor details—like caulking a tub, replacing worn blinds, or trimming bushes—can make the difference between a fast lease and a lingering vacancy. While it may be tempting to list your property before it's fully ready, showing a home that's mid-repair or half-cleaned can lead to long delays, reduced interest, and ultimately, lost income.

That's why your home should be Rent-Ready before it ever hits the market. We simplify the process with our experienced team of licensed contractors and skilled handymen. From HVAC servicing and plumbing to flooring, painting, roofing, and deep cleaning—we handle everything to present your property at its best.

Contact us for our Rent-Ready Checklist to see what adds value—and what can turn renters away. If your home needs more than just a refresh, ask about our full Rent-Ready services. We'll help you lease faster, earn more, and avoid costly delays.

*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.*



# CLIENT TESTIMONIALS



## Caren Lazarus

Property Owner  
Multiple properties



It's been one year since I changed management companies and working with Atlanta area property management. What a difference, I was ready to sell everything due to frustration and just not making enough percentage of the income from my properties . I am very pleased with Kathy and Kay. Very professional and proactive . Also very knowledgeable about section 8 which is fundamental when you are working with housing AHA and tenants . I am very pleased and highly recommend

## Michael Nesbit

Rental Property Owner



I use Atlanta Area Property and Management Inc as my property manager of rental home. Living outside metro Atlanta helps to have a company that can do all areas of managing the property as if I would be doing myself. The communication from Kathy herself and team is what I was looking for when searching for a property manager.

## Pamela Bryson

Rental Property Owner



Atlanta Area Property and Management Inc. make leasing our investment property hassle free. Kathy Pecora, property manager, has been a pleasure.

## Lexi Blevins

Realtor



I have been referring my all of my investor clients to Kathy and her team for YEARS. They are always professional, responsive, and totally on top of things. Every land lord I have referred to them has been very happy!

## Thomas Domingue

Property Owner  
Multiple properties



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!



# Atlanta Area

## PROPERTY AND MANAGEMENT, INC.

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### Insider Tips

#1 Manage your rental like a business—because it is.

#2 Avoid renting to family, friends, or their connections—it often leads to complications, strained relationships, and financial loss.

#3 Keep Emotions Out of It. This is a business, not a personal favor. Make decisions based on policies, not personal feelings.

#4 Never skip screening, no matter how promising an applicant seems.

#5 Enforce the lease consistently. If you bend the rules once, tenants will expect it again.

#6 Know and stay compliant with Landlord-Tenant laws. It will protect you from law suits and costly tenant disputes.

**Getting Started is Simple - get in touch today!**



*Thank you!*

**KATHY PECORA**



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