

Property Management

If you need property management for your apartments, condo, home or other rental property we can help! Our property management team has over 13+ years combined property management, investment and real estate experience.

Property Management Services

We offer the lowest cost (8% of the monthly rent or a minimum of \$100) and highest value property management services in the area! This includes all services which are required to maintain a fully occupied and successful rental property. We handle all of the day-to-day requirements giving you the support and peace of mind you deserve; including:

- Collection of rents
- Coordination of routine maintenance and repair
- Routine tenant relations and correspondence
- Monthly site visit or drive-by
- Coordination of legal case or matters
- Emergency site visits and repair work
- All calls and tenant issues handled directly
- 3rd party vendor work, repairs and maintenance (such as locksmith, plumbing, painting, roofing, electrical, etc.).
- Coordination of contractor improvements, if directed by investor/owner
- Oversee and manage the initial home renovation for the investor
- Perform activities related to late rent including assessment of late fees
- Process all rent related communications including past due notices, 5-day notices and initiation of eviction process if required
- Received rents are either sent to client or deposited in designated bank account
- Monthly & year-end accounting of rents received

- Coordinate all city and section 8 inspections
- Schedule and attend property inspections
- Schedule and attend initial inspections for Section 8 participants
- Coordinate the completion of punch list items with rehab crew
- Schedule and attend annual unit inspection for Section 8 participants
- Perform move-out inspection(s)

We never charge high rates for maintenance and repairs to our clients! We offer aggressive pricing on all services so you can feel confident you are getting the best value along with the highest quality. Our clients use us as their single source for all of their property needs. The following is a sample of our additional services performed by our property rehab crews:

- Move Out Cleaning
- Carpet Replacement & Cleaning
- Interior & Exterior Painting
- Yard maintenance and snow removal
- Construction services

Property Information For Property Management Services

- 1. Complete the attached information
- 2. Fax all completed documentation to 815-478-3858

Investor Information:

Investor Name: _____

LLC or Corporate Name: _____

Email address: _____

Fax Number: _____

Phone Number: _____

Alternate Phone Number: _____

Contact Name/Person: _____

Address where to mail

correspondence: _____

Property Management Fee is 8% of monthly rent

Do you agree to pay? (Y/N) _____

Property Location/Information

Street Address of property for rent _____

City _____ State _____ Zip Code _____

Tenant Information

Tenant(s) Name: _____

Phone Number: _____ Alternate Phone: _____

Special Instructions _____

Banking Information

Landlord/Owner's Name (Please Print)

Bank Name

Social Security # or FEIN

Bank Location (City/State)

Mailing Address

Bank Transit or Routing Number (9 digits)

City/State/Zip

Your Checking or Savings Account #

(Area Code) Phone #

Signature

Date

Note: A voided check or a copy of a voided check verifying your account information MUST BE SUBMITTED WITH THIS FORM.

PROPERTY MANAGEMENT AGREEMENT

THIS AGREEMENT is made by and between _____ (hereinafter “owner) and _____ (hereinafter “Manager”) for the mutual purpose of the management and operation of _____ (hereinafter the “Property”).

In furtherance of this Agreement, Owner and Manager hereby agree to the following terms and conditions (hereinafter captioned as “Articles”):

Article 1. Collection of Rents and Payment of Accounts.

Manager shall collect rents due and provide receipts for same to Owner no later than the 15th of the month in which rents are collected. Manager is appointed and shall act as the lawful agent of Owner to do any and all things legally required to collect rents or other monies due and payable to the Owner of the Property.

Article 2. Maintenance of Property.

Manager shall make or cause to be made proper and thorough inspections of the Property at reasonable intervals and shall make or cause to be made such repairs, alterations, painting and maintenance as necessary to preserve the property in good condition. Improvements or additions to the property above the cost of \$200.00 shall be made only with the prior written consent of Owner.

Article 3. Compensation of Manager.

Owner shall pay Manager the agreed compensation for services to be rendered 8% of the monthly rental amount.

Article 4. Term and termination.

The term of this Agreement shall be for one year from the date hereof and shall be automatically renewed and extended for similar periods thereafter unless terminated pursuant to this Article. Either party may terminate this Agreement for any reason by providing written notice sixty 60 days prior to the date of any renewal period. Manager may terminate this Agreement with thirty (30) days notice for failure of the Owner to pay agreed compensation. No notice shall be required for termination due to fraud or criminal act affecting the purpose of this Agreement by either party.

Article 5. Notice.

All notices required or deemed necessary by the parties shall be written and shall be deemed effective upon personal delivery or by regular mail via the United States Postal Service. The addresses of Owner and Manager for notice purposes are as follows:

Address of Owner:

Address of Manager:

Article 6. Applicable Law and Construction.

This Agreement shall be deemed subject to the laws of the State of Illinois and the parties hereto consent to subject matter and personal jurisdiction of the courts of that state. This Agreement shall be construed in accordance with the laws of that state and no rule of strict construction shall be applied against either party to frustrate the intent and purpose expressed by in this Agreement.

Article 7. Severability.

This Agreement sets forth the entire agreement of the parties and supercedes any other prior or contemporaneous discussions of the parties. If any part of this Agreement is set aside by a court of competent jurisdiction, the parties agree that the remainder of the Agreement shall be valid and enforceable to fullest extent possible under the circumstances.

AGREED TO, signed and made effective this the _____ day of _____, 20__.

OWNER: _____

MANAGER: _____

By: _____

By: _____