

# Property Management

***SMCF, LLC*** (Secure Management Consulting Firm) *offers quality Property Management Services for Single and Multi-Family Residences, Commercial Office Buildings, Warehouse/Industrial/Retail Space, Condo and HOA's.*

Not sure whether to rent or sell your investment property in Baltimore? SMCF, LLC professionals can evaluate market conditions and property values to help you decide, as well as arrange the sale or lease.

At SMCF, LLC we offer exceptional property management services that complement residential and commercial real estate transactions:

## **Identify and evaluate investment property opportunities**

Property management services available for all types of property, including single- and multi-family residences, commercial office buildings, warehouse/industrial/retail space, and more. Advertise through local media.

Not sure whether to rent or sell your investment property? SMCF, LLC professionals can evaluate market conditions and property values to help you decide, as well as arrange the sale or lease.

## **Collect rents**

- Collect first month's rent and adequate security deposit
- Bill and collect monthly rents during the entire term of the lease
- Process evictions, as needed, at cost of legal services
- Computer-based billing and recordkeeping system that ensures timely rent notification and collection

## **Prepare comprehensive reports**

- Provide monthly itemized statements (includes all rent collected plus costs/receipts for maintenance)
- Develop annual statement for tax purposes
- Preparation of all documents for legal and binding leases as prepared by landlord/tenant law attorney
- Keep track of tenant occupancy through move in/move out reports

## **Rehab, repair and maintain property**

- Licensed general contractors for on-site repairs and general maintenance
- 24/7 availability to keep property landscaped, clean and well maintained
- Regularly-scheduled inspections by in-house field operation managers
- Facilitate all insurance claims

## **Screen and acquire tenants**

Solicit, acquire and stringently screen all prospective renters and tenants via:

- Credit reports
- Rental history

- References
- Employment records
- Criminal background checks

#### Management Fees

Best of all, our competitive management fees make the cost of real estate investments more affordable than you think. Our fee structure is based on a percentage of the monthly gross rent.

#### *Monthly:*

1-4 units : 10%

5-7 units : 9.5%

8-10 units : 9%

#### *Leasing Fee:*

100% of the first full month's rent collected for securing each tenant