



## Weir Manuel Property Management

Weir Manuel Property Management services provides flexible solutions for your property management needs for single homes, condos and multi-family (2-20 units) We know the Southeastern Michigan market and how to get you the best rent and the best tenants for your property.

Our mission is to provide an outstanding landlord and tenant experience at every point of contact.

## Property Management



### We're a company you can rely on.

Weir Manuel Realtors has been in the real estate business in the Southeastern Michigan area since 1950 and our excellent reputation for professionalism and integrity is known throughout the industry. We're a member of both the National Association of Residential Property Managers (NARPM) and the National Association of Realtors (NAR).

Learn how the Weir Manuel Property Management division can turn your property into a good investment.



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# Property Management Services

## OUR SERVICES INCLUDE:

- ADVERTISING AND MARKETING
- RENTAL MARKET ANALYSIS
- PREPARATION OF VACANCIES
- VACANCY SHOWING
- TENANT SCREENING
- LEASE NEGOTIATION
- MAINTENANCE SERVICES
- 24-HOUR EMERGENCY SERVICES
- RENT COLLECTION.
- UTILITY BILLINGS
- UTILITY CONNECTIONS
- COST CONTROL AND PURCHASING
- EVICTION AND LEGAL SERVICES
- MONTHLY ACCOUNTING
- FINANCIAL REPORTS
- EXPENSE PAYMENTS
- YEAR-END ACCOUNTING
- BUDGET PREPARATION
- FAIR HOUSING TRAINING

## PROPERTY EVALUATION AND STARTUP SERVICES

You'll benefit from our property evaluation and startup services, which include a complete initial evaluation of your property, establishment of market rental value based on comparables for your area, evaluation of the property's condition and recommendation of repairs and decorating - everything necessary to help you maximize your property's rental value.

## Flexible solutions for your property needs

### ATTRACTING QUALIFIED TENANTS

You will attract prospective tenants through our extensive advertising and marketing programs, which include internet exposure complete with digital photos.

You'll have the advantage of our extensive contacts with relocation companies and major corporations. We participate in a nationwide referral program and our huge Realtor network and multi-list service to further promote your property.

And, you won't have to get involved in day-to-day minutia handling inquiries, forms, property showings, repair, maintenance or billing and collection - we take care of that for you!

### CAREFUL TENANT SCREENING AND SELECTION

We carefully screen prospective tenants through the use of detailed credit reports, criminal background checks, court eviction records, reference checks (employment, former landlords), and in-depth interviews with applicants. We are a buffer for you - we do the rejecting and ask the hard questions.

### TENANT/PROSPECT LIAISON

We handle all tenant inquires and property showings.



### REPAIR AND MAINTENANCE

We offer 24/7 maintenance with reliable insured contractors at the best possible rates and will help prevent costly repairs through preventative maintenance. We will continually evaluate your property with drive-by inspections and semi-annual interior reviews.



### RENT AND SECURITY DEPOSITS

We'll handle all billings, notices and collections, keeping your income flowing. Our complete security deposit service includes holding the funds, all legal procedures and notices, and move-in and move-out evaluations.



### LEGAL FORMS AND LEASE DOCS

Our comprehensive legal agreements protect you and your investment.



You've made the investment. Let us help you keep it profitable.

We'll help maximize your property's rent potential, rent and maintain your property - we'll do the work so you don't have to.