



BLUE DIAMOND
S A L E S & R E N T A L S

PROPERTY MANAGEMENT PROPOSAL

Samantha Easton

760-230-0673

WWW.BLUEDIAMONDINC.COM

OFFICE HOURS: 9AM-5PM, 24/7 EMERGENCY SERVICE

samantha@bluediamondinc.com

MANAGEMENT FEE: 8% OF MONTHLY RENT, \$500 START UP FEE

MANAGEMENT FEES ARE ONLY COLLECTED WHEN WE RECEIVE RENT.

MANAGEMENT FEE INCLUDES:

1. FULL HOME INSPECTION, RECOMMENDED REPAIRS
2. PREPARING THE HOME FOR SHOWINGS
3. ADVERTISING
4. TENANT CREDIT AND BACKGROUND CHECKS
5. PREPARING THE HOME FOR MOVE IN
6. MOVE IN WALK THROUGH AND DOCUMENTATION
7. COLLECTING RENT
8. PAYING OF ANY BILLS AS REQUESTED BY LANDLORD
9. ACQUIRING INSURANCE QUOTES AS REQUESTED BY LANDLORD
10. TENANT REPAIR REQUESTS
11. SCHEDULING OF REPAIRS
12. CONTACTING OWNERS OF ALL PROBLEMS
13. MOVE OUT WALK THROUGHS AND DOCUMENTATION
14. FILING APPROPRIATE FORMS WITH STATE OF CALIFORNIA
15. PREPARING ANNUAL STATEMENT FOR PREPARATION OF SCHEDULE E
16. MONTHLY STATEMENTS
17. RECONCILIATION OF BANK ACCOUNT
18. ON-LINE REAL TIME DATA OF MANAGEMENT THROUGH
WWW.PROPERTYMANAGERCLOUD.COM

PROCESS:

You will receive a monthly statement by the 7th of the month which will include that month's rent and all invoices received since the last statement. We respond immediately to all tenant requests and we will email you of any repairs over \$500 immediately. Small issues are resolved without troubling you. If there is an emergency, we will contact you via phone or email, as soon as we know the extent of the damage and a plan of action has been established.

We can automatically transfer the remaining rent funds into any bank of your choice on the same day the statement is emailed to you. That way, you can check your personal bank account to see that the funds are there. We are always available by phone at the office weekdays from 9am-5pm and available 24/7 for emergency calls. We almost always answer our phone, but if we happen to be unavailable, we will call you right back!

We appreciate your interest in our services!

REFERENCE LIST:

Dr.Shelly Gerber	760-274-5157	OWNER
Adam Rosenberg	760-807-5528	OWNER
Adam Watkins	760-505-2551	TENANT
Leslie Sagar	858-775-4296	SALES CLIENT

THANK YOU FOR YOUR INTEREST

Blue Diamond Property Management, Inc.
Samantha Easton, President
760-230-0673