



## PROPERTY MANAGEMENT SERVICES



Navigating the rental market can be overwhelming. Protect your investment with Windermere Property Management. From listing your home and finding the perfect tenants, to overseeing repairs and collecting rent, our team will take the worry out of the process. When you hire Windermere Property Management, we make your property our priority.

We know the Stanwood-Camano rental market and surrounding areas, and we'll help you make informed decisions, keep your property competitive and add to your investment. We will leverage our knowledge, proven marketing strategies, and extensive network to lease your property faster and for the right price.

### Some of what we provide:

- Current rental market analysis, including competitive analysis of similar properties available and recently leased
- Advice on changes that will make your property more attractive to prospective renters
- Expert strategy for setting the right price and adjusting to keep pace with changes in the market to maximize your return in the least amount of time
- Comprehensive marketing including photography for use in marketing materials and online, exposure through Windermere's national network, listing on local and national platforms, "For Lease" signage where applicable and more to lease your property faster
- Oversight of any necessary repairs, and a thorough walk-through inspection of the property before and after occupancy
- Handling of any paperwork including lease and renewal agreements, collection of deposits and monthly rent, and thorough screening of applicants interested in renting your property
- Monthly and year-end accounting statements, along with records or repair and maintenance activities





We provide a wide range of services from placement only to full management of your property. All placements comply with the Fair Housing Act and the Landlord Tenant Act.

### **Placement Only**

**Fee is equivalent to one month's rent.**

1. List your property in the Northwest Multiple Listings Service, Windermere web site, Stanwood Camano News, Craigslist and various other print and Internet media.
2. Show the home to prospective tenants.
3. Provide application forms to potential tenants and process them through ORCA – a tenant screening company in Anacortes, WA. This provides us with a credit report, verification of employment, rental references and a thorough background check. The screening fee is paid by the interested party.
4. Notify you of the screening results so you can make an informed decision.
5. When the applicants are approved and accepted by you, we write the lease, check the tenants into the home with a written report of property condition supported with photos if needed. Copies of the report will be provided upon request.
6. Collect all monies and disperse to proper parties.

### **Property Management**

**Fee is equivalent to 10% of the monthly rent.**

1. Collect rents and deliver late notices if required.
2. Notify you of any necessary repairs and take care of obtaining the required service, and send a copy of the billing for your records.
3. Forward rent proceeds minus expenses and management fees to you. Direct deposit may be available in some instances.
4. Drive by the property from time to time to make sure the property is being maintained properly. We also do an interior inspection upon request with proper notice given to the tenants.
5. At the end of each year, you will receive an IRS form 1099-Misc., with a full accounting of income and expenses.

Feel free to call Windermere Property Management at (360) 629-8233 with any questions you may have regarding our array of services. We look forward to assisting you!