

Owners/Investors



PROPERTY MANAGEMENT SERVICES

Georgia Community Management helps property owners take advantage of this booming market by providing state of the art marketing and management services for your rental property. Whether living nearby, out of state, or out of the country, GCM can alleviate the time, hassle, and inconvenience of day-to-day property management.

Our team of licensed residential managers utilize their years of experience to maintain and enhance the value of your property in order to achieve the maximum cash flow for our owners.

Pre-Marketing Services:

- Available to discuss leasing issues and make suggestions about getting your home leased quickly
- Provide an up-to-date rental market analysis
- Advise how to get your home “Rent Ready”

Marketing the Property

- Advertise the property on GCM Rentals website and Facebook page;
- Advertise on external free websites
- Post in the First Multiple Listing Services (Real Estate site for Agents)
- Install a professional yard sign
- Receive calls on property
- Licensed agents show properties

Applications/Screening

- Credit Report
- Eviction Report
- Registered sex offenders reports
- Verify Employment & Proof of Income

- Confirm previous rental history

Move-In Procedures

- Review and handle the lease signing and other documents with tenant
- Perform Move-In Inspection
- Collect Security deposit in certified funds and deposit in Trust Account
- Provide tenant with keys and tenant policy manual

Procurement Fee (For services above)

- **No up-front fees**
- **One month's rent charged when the tenant moves in.**

Note: Minimum Procurement Fee is \$800

Guarantee: *If the tenant is evicted or skips in the first 12 months of the lease, we will prorate the procurement fee toward the cost of re-renting the property.*

Tenant

- Enforce the Lease
- Collect the Rent (we offer: Checks, Credit Cards, on-line e-checks, ACH)
- Tenant calls
- Tenant maintenance requests
- Manage safety issues
- On-site inspections (*additional fee*)
- HOA violations
- Move-out inspections and disputes over security deposits
- Manage eviction process if necessary

Property

- Manage normal maintenance issues
- Handle emergencies
- 24 hour hotline
- Perform property visits (Additional Fee)
- Pre-Screen vendors & contractors (verify insurance, etc.)
- Schedule and oversee preventative maintenance choices
- Manage vacant properties
- Oversee contractor rehabs, renovations and major replacements (Additional fee)

Money

- ALL money is deposited in a **Trust Account** which is registered with the Georgia Real Estate Commission (GREC). GREC may audit our trust accounts at any time.
- All Rent is due on the 1st of each month. All owner disbursements are sent electronically on the 10th of each month.
- Financial reports are emailed to all owners on the 10th of each month.
- 1099s are mailed to owners and vendors in accordance with IRS guidelines.
- Year End Cash Flow Statements for tax preparations for owners

Monthly Management Fee

- Monthly Management Fee is 8 percent of monthly rent

(Note: Minimum Monthly Fee is \$85)