

WE DESIRE TO ESTABLISH PERSONAL  
WORKING RELATIONSHIPS WITH OUR CLIENTS  
THROUGH OPEN, HONEST COMMUNICATIONS  
EXHIBITING THE HIGHEST LEVEL OF INTEGRITY  
AND PERFORMANCE.



# RE/MAX REAL ESTATE GROUP PROPERTY MANAGEMENT

RE/MAX Real Estate Group PMD  
12265 Oracle Blvd. #200  
Colorado Springs, CO 80921  
719-457-3949  
remaxrgpmd@gmail.com

# ABOUT US: RE/MAX REAL ESTATE GROUP



## 1. RE/MAX IS NATIONAL/INTERNATIONAL

- RE/MAX is located worldwide with unlimited reach
- We are always at the forefront of the market

## 2. RE/MAX REAL ESTATE GROUP IS TOP RATED

- One of the top Real Estate companies in Colorado Springs

## 3. RE/MAX REAL ESTATE GROUP HAS BEEN IN THE SPRINGS FOR 25+ YEARS.

- *There is nothing going on in Colorado Springs we're not involved in.*

## 4. MORE THAN 20 YEARS OF PROPERTY MANAGEMENT EXPERIENCE

- *We have great systems in place to help with all your needs.*

# WHY TO CHOOSE RE/MAX REAL ESTATE GROUP PROPERTY MANAGEMENT



## 1. OFFICE HOURS

- Available 7 Days a week!
- Monday - Friday 8:30-5:00
- Saturday - Sunday available to receive emergency calls

## 2. 24 HR MONITORING OF MESSAGES

## 3. LICENSED REAL ESTATE AGENT

## 4. MEMBERS OF COUNCIL OF ELITE PROPERTY MANAGERS

## 4. INTIMATE TEAM IN BIG COMPANY

- Personal interaction paired with unlimited resources

## 5. TOP NOTCH MARKETING

- Ability to market each property individually based on strengths.

## 6. CMA

- Our team can give you a complete analysis to get top rental rates

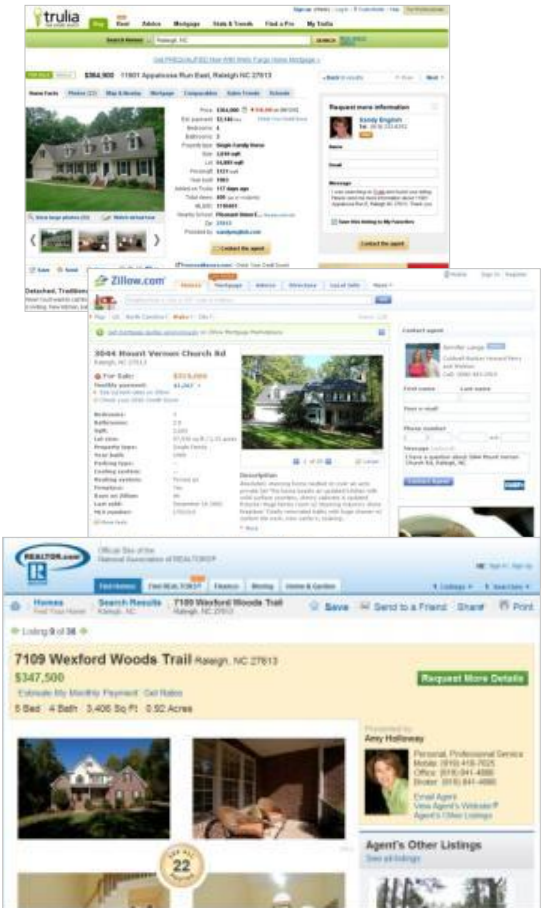
# LEASING YOUR PROPERTY: **MARKETING**



## **ONLINE LISTINGS**

RE/MAX Real Estate Group PMD puts together an intensive listing with accurate descriptions and beautiful pictures. We post all of our listings on the top real estate websites in order to be seen by the highest volume possible. Your property will be seen on: (But not limited to)

- Show Me The Rent
- ApartmentLove
- ClassifiedAds
- KeyLasso
- Uloop
- USA Today College
- Zumper
- Apartments.com
- CallitHome
- Homes.com
- Hunt
- PadMapper
- RealRentals
- RentFocus
- RentHop
- Trovit
- uCribs
- Adobo
- CampusCribz
- Hotpads(Zillow Network)
- RentalSource.com
- UniversityParent
- Walk Score
- Apartment List
- Attluz
- EveryRent
- Houses321.com
- Lovely
- RadPad
- Realtor.com
- RentHop
- RentLingo
- Trulia
- Zillow





## **SHELLEY ZAPATA :** **PROPERTY MANAGER**

- Shelley's specialty here at RE/MAX Real Estate Group PMD as the Property Manager with her 10 plus year working history in property management makes her communication to the owners and tenant's imperative to ensure things are running accordingly in the various aspects of management. She understands rules and regulations set forth by DORA(Department of Regulatory Agencies) and is certified in Fair Housing. She is a member of the NARPM Colorado Springs Division and CEPM. She is hands on through every process of regulation enforcement and all allotted time frames set forth by Real Estate Commission and Broker.
- She thoroughly enjoys her position in Property Management and looks forward to working with you in the future.



## **Dianna Doyle:** **AGENT/PROPERTY MANAGER**

Dianna began as an investor in 2002, renting and managing her first property. She then started assisting homeowners in distress in negotiating short sales with their mortgage companies. In 2005, She got her license and joined RE/MAX. She has assisted hundreds of people buying, selling and investing in real estate. She's done property management over 20 years and enjoy helping owners and tenants. She personally owns rentals and have an intimate appreciation for the importance of an attentive property management service. Military families hold a special place for her. Colorado Springs became her home in 1990 when the Army assigned her to Ft. Carson. Dianna and her husband David and raised their 3 grown kids here. She's lived her adult life here but originated from the Midwest, in Iowa.. Dianna loves Colorado and the outdoor life. When she's not working, you'll find her outside...hiking, running, biking, volunteering and exploring.

## OUR TEAM: CONTINUED



### **Bonnie Fletcher:** **ASSISTANT PROPERTY MANAGER**



Bonnie Fletcher is a fifth generation Colorado native and grew up in the Colorado Springs area. She spread her wings and enrolled in college located in Arlington, Texas where she studied fashion merchandising. After 12 years in the fashion industry, she relocated to Phoenix, Arizona where she worked as a property and casualty insurance agent. Although she enjoyed her time being away, her roots brought her back to Colorado in 2013. Bonnie began working in the real estate industry. She previously worked with Dan Andrews at his property management business and is delighted to be working with him again. Bonnie has experience in both residential and commercial property management. She is very excited to work with RE/MAX Real Estate Group, Property Management Division and brings enthusiasm and a wealth of knowledge to the team, along with excellent customer service skills. Bonnie is responsible for handling homeowner and tenant relations and works closely with vendors to ensure that maintenance issues are taken care of.

# MANAGEMENT FEE: **STRUCTURE**



## **Property Operating Account: \$350 - \$1000 depending on our assessment.**

- This is the owner's money that RE/MAX Real Estate Group holds throughout the duration of our management of your property. This account is used to pay vendors and ad costs and is replenished on a monthly basis as needed. Ideally this should be the only check you write us. Upon termination of our management agreement the remaining balance in this account will be refunded to the owner.

## **Setup Fee: \$250**

- There is a one time set-up fee for new properties that are taken on by the our team. This fee is for the set up of the financial ledger and the management file, for setting up the property in the software, for new pictures of your property, a consultation with you as the owner, and for the detailed analysis of the proper listing price for the property.
- This fee is taken from your initial Property Operating account.

## **Monthly Management Fee: 10%**

- This is our standard monthly management fee. It is 10% of the rent of your property and it covers our handling of maintenance issues, receiving and processing rents, and processing the statements out to the owner. If the property is vacant for any reason we do not charge this fee.

## **Success Fee: 60% of one month's rent**

- The Success Fee is for all that's involved in the placing of a tenant in your property. This includes all showings, the process of drawing up a detailed listing and posting on the many websites, taking calls from the prospects, as well as our in depth credit/background screening and our analysis and choosing of the tenant. This also includes our leasing paperwork and the process of arranging the move in for the new tenant.

## **Renewal/extension Fee: \$450**

- At the end of every lease we do an analysis on the past year with the tenant. Upon approval from the owner as well as our agents we move forward with an extension. With this extension we go do a walk through of the interior/exterior of the home to approve the care the tenant has shown the property. Upon approval we sign a lease year extension.

## Tenants

- **Wide Variety of Properties** – Locations throughout Colorado Springs with all sorts of sizes and options.
- **Easy Application** – In our office or online
- **Multiple ways for rent payment** – Office location, Mail, Online, etc.
- **24-hour emergency line** – monitored by agents and office manager.
- **Reliable Vendors** – We have relationships with amazing vendors who react quickly when called.
- **Ease of Contact** – One point of Contact who will then get information to the proper person.



## Owners

- **Experience** Many years of Property Management experience in Colorado Springs.
- **Legal Paperwork** – All of our paperwork has been reviewed by the top real estate lawyers in the state.
- **Marketing** – Detailed listing specifically for your property
- **Reliable Vendors** – The trust that your work is being done properly at the best price around.
- **Yearly Property Inspection** – A RE/MAX Real Estate Group representative will go out and do a thorough interior/exterior inspection.
- **Open Book Accounting** – Online/Hard Copy Statements each month with your payment. The comfort of knowing where every penny is being spent.
- **Quick Payment** – Timely payment through mailed check or Direct Deposit.
- **Screening Services** – Thorough and in-depth applicant screening which includes employment verification, and credit, criminal, and eviction history.
- **Top Legal Representation** – Experienced and available legal council ready for our questions
- **Eviction procedure** – Overseen by lawyers in order to be done quickly and efficiently.
- **Annual Inspection** – Annual inspection ensures liability at it's minimum.



# THANK YOU

We at the RE/MAX Real Estate Group know you have plenty of choices when it comes to selecting a Property Manager and we want to thank you for taking the time to consider us. We know that we have the resources, experience, and the ability to serve you in all facets of managing your property and know that you'd be happy with our services. If there's any way that we can serve you, we would be honored.

Please don't hesitate to call with any questions or concerns. We look forward to hearing from you soon!

- RE/MAX Real Estate Group PMD  
Shelley Zapata, Bonnie Kurtz and Dianna Doyle

12265 Oracle Blvd #200  
Colorado Springs, CO 80921  
[remaxrgpmd@gmail.com](mailto:remaxrgpmd@gmail.com)  
719-457-3949

