



Berkshire Hathaway HomeServices Parks & Weisberg, Realtors®
Property Management Division
(502) 459-1928 | pm.bhhspw.com

RENTAL SERVICES

- **Property Evaluation** - To determine the rental value of your property, we extensively research the comparable properties in the area.
- **Marketing Services** - To ensure your property receives maximum exposure, we list your property's information and photos on the Berkshire Hathaway HomeServices Parks & Weisberg, Realtors website, as well as high-volume real estate search sites, including Realtor.com, Trulia, Zillow, and Homes.com. We also increase awareness of your property by placing a physical sign on the property.
- **Tenant Screening and Selection** - To help find qualified tenants, we perform a credit report, background check, previous landlords, and current employment check on all applicants.
- **Lease Development**- To ensure legal compliance, our lease includes the following, state required addendums, rules and regulations, as well as tenant insurance addendum, non-smoking addendum, pet addendum etc.

MANAGEMENT SERVICES

- **Leases, Paperwork and Reports** - Electronic move-in, inspection, and move-out reports with photographs are provided for every property.
- **Rent Collection**- Rents are due by the first day of each month. Late fees are paid on a predetermined date. In the event of late payments, collection processes started and evictions, should they be necessary, are handled in a timely and efficient manner.
- **Security Deposit Management** - Compliant with applicable state regulations, all security deposits are held in an non interest accruing escrow account and interest is paid, if applicable.
- **24/7 Property Management** - Property Managers and other personnel are available 24/7 for tenant and landlord emergencies.
- **Property Maintenance and Repairs** - We provide estimates for maintenance that your property may require per management contract terms. Property owners are notified before we order a repair or we will make other pre-determined arrangements for addressing repairs including preferred vendors and pricing guidelines. All repairs will be performed by reliable, reasonable and qualified Home Services vendors. Property Preventive Maintenance and Emergency Repair Services are also available.
- **Full-service Accounting Department** - Accounting department will collect rents between the 1st and the 5th of the month, pay repair bills and utility bills, as well as make other payments as agreed upon with the owner excluding property taxes and mortgage payments, in most case insurance.
- **Financial Services** - We process tenant payments through both credit card and automatic checking account withdrawal. Proceeds from the rents are distributed to the owner monthly via check or auto deposit, followed by a monthly statement and 1099 at year end.
- **Services** - Late payment (7 day) notices, Hunter Warfield Inc collections, evictions, and garnishment services are available.

SERVICES WE CAN PROVIDE



High Quality Interior & Exterior Photography

Property Measurements & Floor Plans



Matterport 3D House Tour with Doll House View

Digital Marketing with HomeSpotter & Chalk Digital



Rental Open House

New Owner Information

Owner Name: _____ Property Manager: _____
 Business Name: _____ Phone Number: _____
 Email: _____ Email: _____

Please submit the following information to your property manager, you may also bring it in person to our office on 1701 Herr Lane Suite 300, Louisville KY, 40222.

Property Information

Does the property have a septic tank? (Yes , No)
 If yes, when was it last cleared out? _____

Does the property have a propane tank? (Yes , No)

Does the property have an active alarm system? (Yes , No)
 If yes, what company is it through? _____
 What are the access codes for it? _____

Do you have a current mowing service/contact? (Yes , No)
 If yes, what company? _____
 If yes, until what date? _____

Does the property have a current home warranty? (Yes , No)
 If yes, what company? _____
 If yes, until what date? _____
 Do you accept/allow dogs? _____
 Do you accept / allow cats? _____

Needed Documents

- Lead Based Paint Form
- KREC Form - Agency Consent
- Owner W-9
- Owner photo ID (drivers license or passport)
- Keys to the property
- Garage Remotes, keys, or codes
- Any current maintenance contracts
- Home Warranty policy
- Homeowner insurance policy with rentals policy
- HOA information
- Property Appraisal

Property Owners may upload banking information on their owner portal through Appfolio.

Maintenance Schedule-	How Often?	Last Completed?	Vendor?
Gutter cleaning			
Dryer vent cleaning			
Carpet cleaning			
Building Janitorial cleaning			
Fire extinguisher inspections			
Smoke/carbon monoxide detectors			
Snow removal			
Lawncare			
Pest Control			
Air Filters Replacement			
HVAC maintenance (Spring/Fall)			
Notes:			

IS PROPERTY MANAGEMENT THE RIGHT CHOICE FOR YOUR REAL ESTATE INVESTMENT?

If you own real estate and desire professional assistance in handling the financial, marketing, and maintenance aspects of your property, then a property management company might be the ideal solution.

A property manager takes on the responsibility of managing day-to-day tasks such as tenant screening, lease agreements, rent collection, addressing tenant complaints or legal issues like evictions, property maintenance and repairs, and providing comprehensive financial accounting and reporting to the property owner.

Here are three signs that indicate you may benefit from hiring a property manager:

1. **Lack of experience or knowledge:** If you have limited understanding of property management practices, a property manager can provide the expertise needed to navigate the various aspects involved.
2. **Time constraints:** If you are concerned about the amount of time required to manage, market, and maintain the property, a property manager can alleviate this burden, allowing you to focus on other priorities.
3. **Distance from the property:** If you are unable to personally oversee the property due to its location being far from your primary residence, a property manager can serve as your on-site representative, ensuring efficient management.

Property owners who value their time often experience significant returns on their investment by entrusting a property manager.



Property Management

Berkshire Hathaway HomeServices Parks & Weisberg, Realtors®

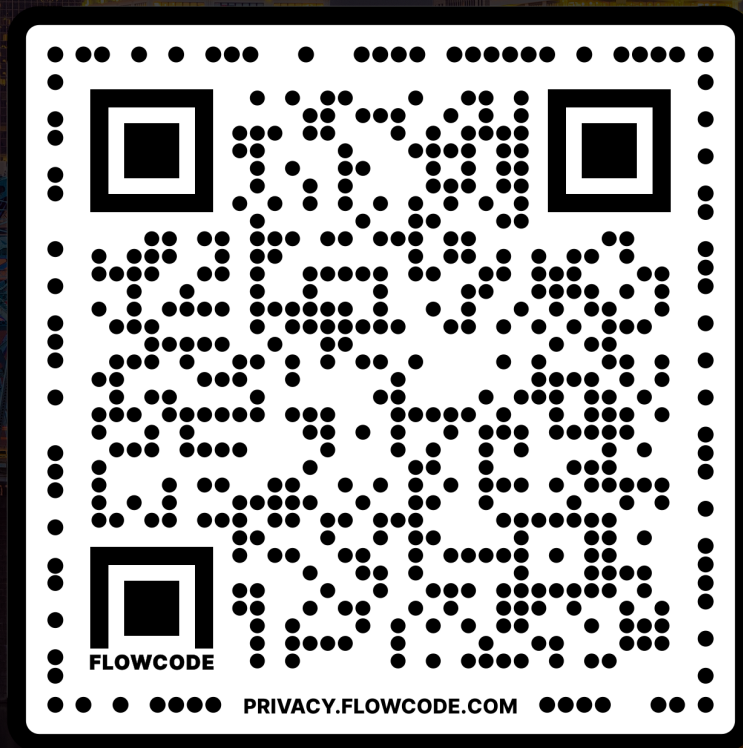
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1701 Herr Lane, Suite 300



MEET THE TEAM!



BERKSHIRE HATHAWAY
HOMESERVICES

| PARKS & WEISBERG, REALTORS®

PROPERTY MANAGEMENT