



INDIVIDUAL SERVICES FOR INVESTORS (25 PROPERTIES OR MORE)

Thank you for considering Flarent, Inc. as your Property Management Company.

The following will serve as a guiding point for further discussion of the **individual services** we may offer you. We look forward to discussing with you the opportunity to serve you in more detail.

Administration Service

- Determine the rent price
- Prepare vacant units
- Advertise rental vacancies
- Screen and approve tenants
- Prepare and enforce a lease agreement drawn by our attorney
- Handle tenant complaints and issues
- Carry out property maintenance and repairs
- Annual property inspections
- Handle emergencies accordingly and get involved with the property insurance if necessarily
- Handle evictions
- Process move-outs (Inspect the rental unit and claim damages, if any)
- Process rental Application(s)
 - Send rejections letter if needed
 - Screening applicants
 - Maintain tenant and rental application files
- Enter and close work orders
- Send late rent letters and general notices to tenants as needed

1488 Seminola Boulevard
Casselberry, FL 32707
(407) 339-5797 Office (407) 339-6763 Fax
info@flarent.com



Financial Services

- Collect the rent and late fees
- Disburse security deposit as needed
- Keeps records and creates regular reports of all property's expenses and gross income
- Prepare monthly and year-end financial statements/reporting packages
- Prepare journal entries and maintain the general ledger
- Record and process accounts payable and accounts receivable
- Prepare bank deposits
- Send 1099 to vendors and owners, if applicable
- Send letters and general notices of insurance to vendors

Fees

Our fees may vary; therefore, we would like to offer you a no-obligation rent market analysis by taking an honest, thorough, and comprehensive look at your real estate portfolio and financial goals.

Call today to one of our Real Estate Agent at (407) 339-5797 or email us at info@flarent.com, our team offers the highest service and integrity.

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