



PROPERTY MANAGEMENT

opening doors

SINCE 1976

smiproperty.com

SMI Property Management
enhances your investment's
bottom line through experience,
technology, commitment,
and teamwork.





Residential



Multiplexes



Apartments



Professional
Offices



Industrial
Warehouses



Commercial
Buildings

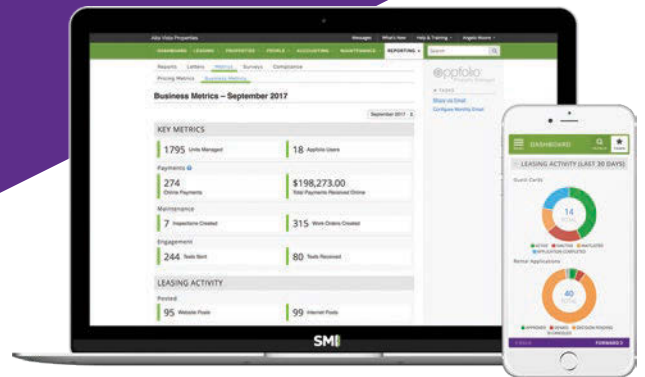


Shopping
Centers



Management Services

SMI Property Management provides comprehensive services to Owners of investment properties with the goal of improving the return on investment. Services include Leasing & Tenant Placement, Asset Management, Property Maintenance, Marketing & Advertising, and Financial Management. Our team of Portfolio Managers, Maintenance Technicians, Accounting Managers and Office Staff is highly skilled and communicates daily to handle all aspects of property management.



Asset Management

- Ongoing consultations with Owner to gain full understanding of expectations for the properties
- Maintain frequent contact with the Owner to ensure efficient and accurate management of the property to achieve the Owner's goals
- Preparation of detailed annual budgets and monthly comparisons
- Income/Expense statements (Month-to-date and Year-to-date)

Client Services

- Quality tenant placement
- Rental Agreement or Lease preparation
- Rent collection
- Monthly disbursement
- Security deposit deposition
- Property inspections
- Property maintenance
- 24-hour emergency service
- Landlord/tenant relations
- Evictions and debt collection
- Market trend consultation
- Budget preparation
- Evaluating fair market rental rates
- In depth screening of applicants

Physical Maintenance

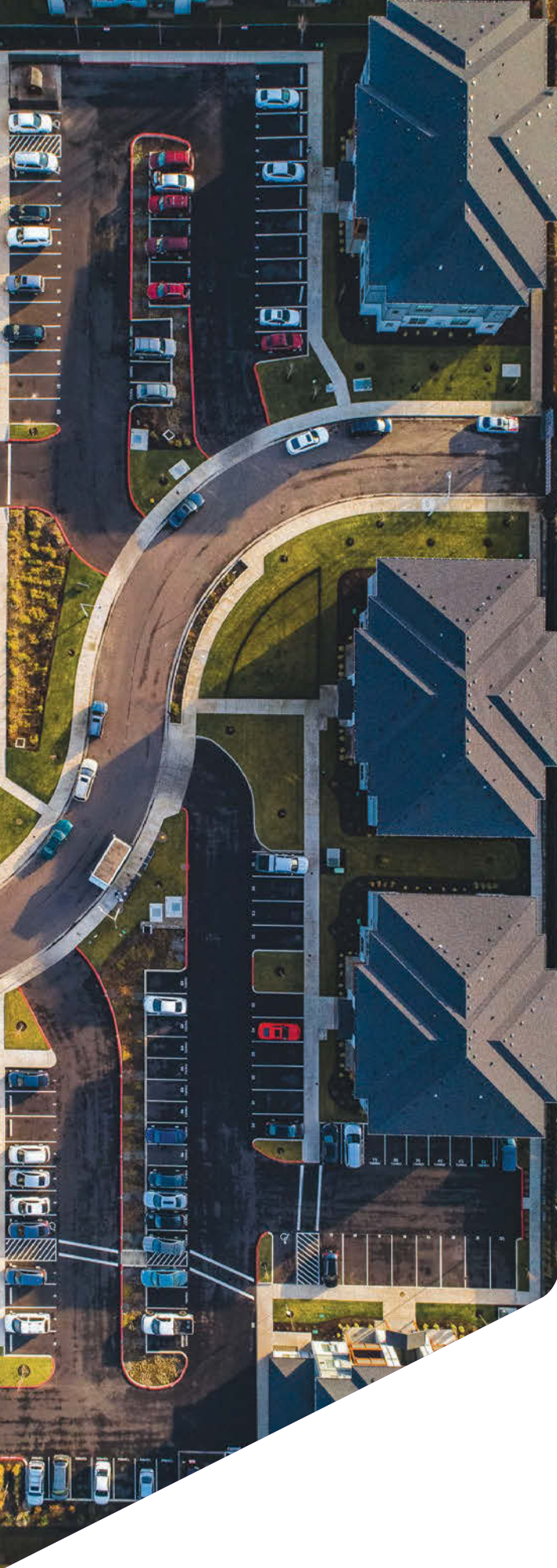
- Regular physical inspections.
- Uniformed maintenance personnel provided for minor maintenance, repairs and emergencies, etc. at a reasonable hourly rate as needed.
- Maintenance and management personnel on call 24 hours a day for emergencies.
- Negotiate contracts, supervise independent contractors, other on-site employees, i.e.:
 - Landscape/yard maintenance
 - Common area maintenance
 - Parking lot maintenance
 - Security
 - HVAC maintenance
 - Swimming pool
 - EPA Lead-Safe Certified Firm



Marketing & Advertising

- Development of attention grabbing signage for major street placement to attract prospective residents to the property.
- Oversee advertising with online media publications.
- Post marketing material on internet website at smiproperty.com.
- Regularly review competition in the marketplace.
- Provide promotional material at local merchants and major employers in the area.
- Implement resident retention programs.
- Syndicate advertising to major outlets including:

 Apartments.com™  Zillow®  craigslist



Management Fees

- All management services are provided within an agreed upon percentage of gross revenue
- Any required or agreed upon maintenance of properties and advertising expenses will be charged to the property.
- Management services depend on what is requested by the Owner, and vary from property to property
- A Portfolio Manager will be assigned to each property, and will maintain frequent communication with the Owner.
- If an on-site Community Manager is required/desired, the manager's salary will be billed to Owner at salary plus actual payroll costs.
- If an apartment is provided free to the on-site manager, then state unemployment tax and workers' compensation for the rental value of the apartment will be added.

Financial Management

- Collect and appropriately record rents and implement assertive collection procedures.
- Maintain proper accounting of tenant security deposits and appropriate move-out disposition.
- Accounts payable, including timely payments of mortgage indebtedness, taxes and insurance.
- Detailed record keeping including tenant ledgers, property ledgers and operating statements.
- Secure bids for insurance or other financial services as needed.
- File all personal property records, etc., as needed.
- Financial reporting. The format of our monthly financial reports is both straight forward and comprehensive. In the event that the Owner has specialized needs beyond the scope of our basic reports, we possess the flexibility to respond to these requirements, within reason at no additional cost. Major modifications or complex reporting systems changes will be negotiated on an individual basis.
- Cost control measures including negotiating discounts with vendors and suppliers.

Leasing and Tenant Placement

- Quality tenant screening and placement
- Lease agreement preparation
- Monthly rent collection
- Security deposit deposition
- Adherence to all Landlord/Tenant Laws
- Evictions and debt collection
- Property inspections



Owner/Client References



Tim Smith

Owner/developer of hundreds of apartments in the area. Manage several large communities in his portfolio.

503.510.9829



Jim Baker

Owner/developer of multiple commercial buildings as well as owner of many residential communities in Keizer.

503.393.2951



Dr. Steven Campbell

Owner of large apartment community in Salem.

503.559.2461



Ric McNall

Owner, developer & builder of many apartment communities in the area that we manage for him.

503.559.2461



Property References

SMI Property Management manages this sampling of apartment communities. We pride ourselves on the most comprehensive services to best protect Owners' assets, whether they are large complexes or small multiplex units. Please feel free to reach out and ask about our services.



Crawford Crossing

4935 Bates Street SE
Turner, Oregon

- 130 Units
- 1 bedroom/1 bath
- 2 bedroom/2 bath



Fountain Valley

435 Fountain Valley Way NE
Salem, Oregon

- 88 Units
- 1 bedroom/1 bath
- 2 bedroom/2 bath



Keizer Terrace

1813 Drexler Lane NE
Keizer, Oregon

- 153 Units
- 1-2 bedroom/1 bath
- 3 bedroom/2 bath
- 2 bedroom/1.5 bath TH



Santiam Village

4976 Turquoise Ave SE
Salem, Oregon

- 120 Units
- 2 bedroom/2 bath
- 3 bedroom/2 bath



Baxter Ridge

1668 Baxter Rd SE
Salem, Oregon

- 180 Units
- 1 bedroom/1 bath
- 2 bedroom/2 bath
- 3 bedroom/2 bath



Springbrook Ridge

3355 E Fernwood Rd
Newberg, Oregon

- 120 Units
- 1 bedroom/1 bath
- 2 bedroom/2 bath
- 3 bedroom/2 bath

SMI Property Management Team

When it comes to property management, SMI's team has decades of knowledge and the best technology at its finger-tips. We maintain a well-rounded team who is equipped to handle leasing, maintenance, finances, advertising, compliance, and communication. Our office also utilizes advanced property management software and digital applications to provide efficiency and access to documentation and reporting.



“ Our Portfolio Managers are experts who know the ins and outs of property management. They know what Owners are looking for and provide top-notch communication. Each is supported by our multi-faceted maintenance team and savvy finance team to manage assets and make them profitable. We look forward to collaborating with you. ”

Gabe **Johansen**

PRESIDENT | CEO



Donna Jaeger
DIRECTOR OF OPERATIONS



Derick Mosman
VICE PRESIDENT
DIRECTOR OF COMPLIANCE



Michael Emerling
DIRECTOR OF MAINTENANCE



Jennifer Puckett
DIRECTOR OF ACCOUNTING



Don McBride
DIRECTOR OF BUSINESS DEVELOPMENT



Cheryl Griffin
SENIOR PORTFOLIO MANAGER



Sheari Mathews
PORTFOLIO MANAGER



Amber Kitt
PORTFOLIO MANAGER
MEDIA SPECIALIST



Wes Rios
PORTFOLIO MANAGER



Kelsey Starkweather
ASSOCIATE PORTFOLIO MANAGER



Rosa Fernandez Hidalgo
ASSOCIATE PORTFOLIO MANAGER



Kim Gregson
ACCOUNTING



Tessa Herrera
ADMINISTRATIVE ASSISTANT



Kim Ziebart
ADMINISTRATIVE ASSISTANT



Uriah Weeks
MAINTENANCE COORDINATOR



Paul Bryant
ART DIRECTOR



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