

PROPERTY MANAGEMENT

*You wisely made the decision to invest in real estate.
Now who do you select to manage your property and
what will they do.*

What are the responsibilities ...

**A property manager is appointed to carry out
a full range of duties including the following**

Address residents questions, inquires and complaints.
Assign maintenance request and provide work oversight.
Respond to emergencies 24 hours a day, 7 days a week.
Perform regular property inspection.
Advertise and market available rental units
Screen new rental applicants.
Prepare new rental agreements and leases.
Review vendor contracts.
Provide comprehensive legal forms.
Collect rental payments and initiate evictions.
Accounts payable and deposits.
Provide monthly income and expense reports.
Prepare end of year 1099's
Annual asset review report.

Who you must call ...

Jorge Villa

(877) 864-8777 toll free



Real Estate Sales & Management

1023 N. Hollywood Way Suite 206 * Burbank California * 91505
26650 The Old Road Suite 300 * Santa Clarita California * 91381

*When you employ us to
manage your property
you will receives*

a complete

Asset Review Report

on each annual

anniversary date.

The following will

be include in the report.

**** Property Market Value***

**** Rent Survey***

**** Physical Inspection***

**** Executive Summary***

Management programs

are tailored to your

specific needs

Jorge Villa

President

Villa Properties
Investments, Inc.