



## Summary of Services We Perform for You

### Advertising

- WSR advertises in the area newspaper, with no mark up.
- When allowed, by your permission and area regulations, a “For Rent” sign is posted.
- An Account Manager personally escorts potential tenants through your property.

### Tenant Screening

- Any prospective tenant must fill out our comprehensive rental application.
- WSR verifies:
- Landlord references, going back at least three years.
  - Employment history for job stability and ability to pay.
  - Personal references provide information about character traits.
  - Credit checks on their payment patterns, history of delinquency, evictions, etc.
  - Bank accounts, drivers’ license, and social security card to prevent fraud.
  - Background check.

### Periodic Inspections

- Monthly – Manager’s perform monthly “Drive-by” Inspections.
- Annual & Semi-Annual – Twice each year your property manager will enter and inspect the home for safety, liability, and maintenance issues.

### Rent Collection

- Due to our extensive screening process, over 90% of our tenants pay by the 5<sup>th</sup> of every month.
- Payments not received by the 6<sup>th</sup> of the month are, typically, charged a late fee of 10%.
- If the rents are not paid by the 6<sup>th</sup> a ‘3 Day Notice to Pay’ is promptly issued with a warning of cause-to-evict.

### Accounting

- Rent proceeds are forwarded to you quickly, normally before the 20<sup>th</sup> of each month.
- All proceeds due to client are mailed with an attached financial statement and any maintenance performed during the month.
- All inclusive year-end account packet for your tax purposes.
- Direct Deposit Available For Your Convenience.

### Maintenance

- WSR’s in house maintenance staff is licensed, bonded, and insured for any work they perform. We offer their expertise at very competitive rates. At your direction we will use other vendors of your choice.
- Our staff can handle all repairs, including landscaping.
- Our Account Managers are on call 24/7. WSR’s emergency service is available 24 hours.

### Sales

- If, in the future, you decide to sell your property WSR’s licensed agents can handle the listing.
- Your Property Manager is a licensed Realtor

**For More Information Please Contact Richard Gibson (951) 977-3190**