



SELL FAST REALTY MANAGEMENT SERVICES

SELL FAST REALTY SERVICES, the property management company, has developed a management plan to assist property owners in collecting maximum income utilizing rental properties.

Our goal is to provide quality property management to all of our contracted property owners and to make the relationship with being a rental property owner as comfortable and profitable as possible.

In general, the responsibilities of Sell Fast Realty Services include attracting eligible persons to the single family rental home or multi-family rental development, receiving and processing resident applications, approving eligible persons for occupancy, and operating the properties for maximum revenue.

During occupancy, in certain circumstances, with owner approval and/or guidance, Sell Fast Realty Services:

- Develop a detailed project operations budget.
- Inspect properties
- Establishes the rental Rules and Regulations
- Gains detailed knowledge of the layout, construction and physical characteristics of the property.
- Assist in securing and maintaining all necessary utilities, services and insurance.
- Coordinates turnover
- Implements the Tenant Selection Plan.
- Process resident applications
- Maintain and conduct an Affirmative Marketing Program in compliance with the

Executed Affirmative Fair Housing Plan, including:

- Media Advertisements
 - Community contact
 - Brochures, fliers and signs
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- Furnish the necessary rental personnel to accomplish the marketing of the properties and turnover.
 - Identify resident safety and security systems.
 - Processes resident applications and determines eligibility of applicants for occupancy.
 - Processes income and tenant eligibility verifications
 - Executes leases and other occupancy documents on behalf of the owner
 - Schedules the move-in of families.
 - Inspect the property with the tenant at move-in and move-out.
 - Identifies and establishes a relationship with community resources that can be of assistance to the residents.
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- Collects rents
 - Maintain the rental property in accordance with the standards acceptable to the owner and city regulations
 - Employs, trains and supervises staff
 - Conduct an on-going rental program in order to maintain full occupancy.
 - Assists and orients new residents.
 - Maintains communication with the residents
 - Establish a Preferred Contractors list acceptable to the rental property owner