

“ Choosing the right management company to care for your investment should be just as important as the investment property itself. Thank you for considering us!” ”



OAKRIDGE
PREMIER PROPERTY MANAGEMENT

Premier Services for Your Portfolio



Schedule your
no-hassle
complimentary
Property Strategy
Meeting™ today.

OWNER BENEFITS

Marketing designed to get the most for your investment:



POWERFUL LOCAL AND NATIONAL MARKETING

Multi-channel advertising locally and nationally, premium listing services, and qualified showings seven days a week.



DETAILED RENTAL PRICE ANALYSIS

A rental market analysis (RMA) helps investors assess the rental potential of any area, which our licensed real estate experts use to determine the best rental price for your property. Our analysis includes market data and comps that help grow your investment.



WEEKLY REVIEW OF UNLEASED PROPERTIES

We review all unleased properties for changes that need to be made if they are not leasing. Our ultimate goal is to find a quality tenant as fast as possible to keep you profitable.



SYNDICATED ONLINE ADS W/ MLS

Your property will be featured on over 20 rental listing websites. You can assure your property will receive maximum exposure to attract the best tenant fit for your investment.

Attention to detail that keeps your investment profitable:



MULTIPLE INSPECTIONS

In addition to our move-in inspection, we offer tenant occupied and lease renewal inspections.



EVICITION OVERSIGHT

Your dedicated property manager will oversee an eviction process on your behalf. Past-due amounts will be sent to a collection agency to increase the likelihood of you receiving payment.



PROPERTY TAX ANNUAL CONTESTATION

Each year, your property tax appraised value will be contested by a licensed attorney. The attorney cost is 40% of the tax savings. There is no attorney cost unless there is a reduction in the appraised value.



PROFESSIONAL REPRESENTATION

Take comfort knowing your property is managed by licensed and bonded individuals.

Continued >



OWNER BENEFITS, CONTINUED

We find the right tenant for your property:



TENANT CREDIT BUREAU REPORTING

Reporting of tenants to all three major credit bureaus to attract on-time rent payments.



COMPREHENSIVE TENANT SCREENING

We screen each applicant's credit report, background, and criminal history for the following: >580 credit score, less than five negative credit marks within three years, gross income >2.5x monthly rent, no bankruptcies within three years, and no felonies within five years.



PET SCREENING WITH VET RECORDS

Tenants with pets will complete a detailed pet form. Vet records documenting all current shots will be required from the veterinarian by the property manager. We do not allow aggressive breeds. The property manager will also inspect the pet during annual inspection.



TENANT LIABILITY INSURANCE REQUIREMENT

All tenants are required to carry renters' insurance. We verify and maintain records to ensure the policy stays current. If a tenant does not secure a policy, we will place a policy on the property at the expense of the tenant.

Hassle-free financial reporting done for you:



DETAILED ACCOUNTING STATEMENTS

You will receive detailed monthly statements, annual reports and IRS filings.



DEPOSIT/ RENT/TRUST ACCOUNTING

Laws regulate the use and return of a security deposit. We ensure the rules are followed and funds are available to the landlord under certain conditions and the tenant at the end of their lease.



OWNER PORTAL FOR COMPLETE ACCESS

Our portal lets you access all documents, ledgers, rent rolls, analysis and inspection reports, and fund transfers. Here, you can see how your investment is doing at any given moment.



ANNUAL INVESTMENT STATEMENT

This detailed breakdown shows how your investment performed over the prior year, and provides an action plan to improve overall revenue for the upcoming year.

And property management guarantees so you can rest easy:



UNRULY TENANT PROTECTION GUARANTEE*

We guarantee you will not get any 2am calls! All tenant communication is through OPPM, not the owner. We will also ensure that tenants follow HOA and community guidelines.



90-DAY SATISFACTION GUARANTEE*

We want you to be happy with our services and be assured that your decision for us to care for your asset was the right choice. If you are not, we will terminate your contract within 90 days.



PET RENT/DEPOSIT PROTECTION GUARANTEE*

We assess pet rent for each animal owned by the tenant. In addition, we charge a refundable pet deposit of \$400. This helps protect your home from costly pet damage repairs.

**Fee Schedule Definitions located on page 6*

TENANT BENEFITS

We make it easy to apply, get approved, and move in.



CONVENIENT AUTOMATED SHOWING SYSTEM

Prospective tenants will have the ability to schedule viewings online. Our convenient software streamlines the showing process and gives detailed information so we can assure your property is shown as often as possible.



INTERNET APPLICATION PROCESS

Mobile tenant application, screening and background checks, lease preparation and lease signing create a streamlined application and approval process.



ELECTRONIC LEASE PREPARATION

We prepare the lease and coordinate signing online with the tenant. Our convenient process is done electronically, and lease preparation is part of the leasing fee so there is no extra charge to you or the tenant.



THOROUGH MOVE-IN PROCESS

We provide a detailed record of the condition of your property before any new tenant moves in, as well as tenant orientation reviewing all systems of the property.

And our tenant services make renters want to stay.



RENT PAYMENT OPTIONS

Multiple rent payment methods are available for the tenant which makes it easy and convenient for them to pay their rent.



TENANT UTILITY CONCIERGE SERVICE

We handle all utility connection and billing services for you. We offer new tenants this service to make sure that the utilities are transferred prior move-in.



24/7 TENANT EMERGENCY CENTER ACCESS

Property managers will be on call to respond to any after-hour emergencies that may occur. This benefit is included in your management fee.



COMPREHENSIVE MAINTENANCE PROGRAM

A 24/7 on-call dedicated professional with detailed knowledge of your property will be provided to cover maintenance issues.

**Fee Schedule Definitions located on page 6*

FEE SCHEDULE

	SILVER	GOLD	PLATINUM	SELF-MANAGE
PROPERTY MANAGEMENT FEE	9% of rent collected	10% of rent collected	12% of rent collected	N/A
PROPERTY LEASING FEE	100% of 1 Full Month's Rent	75% of 1 Full Month's Rent	50% of 1 Full Month's Rent	100% of 1 Full Month's Rent
RENEWAL FEE	\$300 per Lease Extension	\$200 per Lease Extension	\$100 per Lease Extension	\$300 per Lease Extension
MAKE READY INSPECTION	Included	Included	Included	N/A
PROPERTY INSPECTION FEE (BASIC)	Included	Included	Included	N/A
ONBOARDING PROPERTY SETUP FEE	\$100	Included	Included	N/A
REPAIR COORDINATION FEE	\$20/work order	\$20/work order	\$20/work order	N/A
EVICTON OVERSIGHT FEE	\$350 + Legal Fees	\$250 + Legal Fees	\$150 + Legal Fees	N/A
VACANCY FEE (AFTER 30 DAYS VACANT)	\$75/month	\$75/month	Included	N/A
PROPERTY ANNUAL TAX CONTESTATION	Included	Included	Included	N/A
PROFESSIONAL PROPERTY PHOTOGRAPHY	Included	Included	Included	\$150
REAL ESTATE INVESTMENT PLANNING	1 Complimentary Consultation	1 Complimentary Consultation	1 Complimentary Consultation	N/A
TAX PLANNING	1 Complimentary Consultation	1 Complimentary Consultation	1 Complimentary Consultation	N/A
GENERAL CONTRACTING REMODEL FEE	15%	10%	8%	N/A
PROPERTY INSPECTION FEE (COMPREHENSIVE)	\$135/inspection	\$135/inspection	\$135/inspection	N/A
UTILITY CONNECT/DISCONNECT FEE	\$50 per Utility	\$50 per Utility	\$50 per Utility	N/A

*Definitions on Page 6



FEE SCHEDULE DEFINITIONS

Air Filter Replacement: We hire a professional company to replace the air filter upon request. The cost of this service is based on the property location and the company hired. Ask for more details.

Minimum Fee: This is the minimum Management Fee amount assessed. That amount is currently \$75.

Onboarding Property Set Up Fee: This is the fee charged to set up your initial account with our company. This fee includes costs to inspect the condition of your property, as well as costs to notify tenants that we will be managing the property.

Professional Property Photography: Professional photography presentation is so important when it comes to marketing your investment property. In today's world, prospective tenants are looking online before even considering touring. It is vital to have visuals that will capture their attention and show them that your property is the perfect place for them!

Property Leasing Fee: This fee can include advertising costs to find a tenant, tenant screening, move-in procedures, and preparing the lease agreement.

Property Management Fee: Property management includes collection and distribution of rent to owner, tenant management, monthly statements and year end tax reporting.

Property Inspection Fee (Comprehensive): On-site review of your property to check interior and exterior condition, verify functioning appliances and maintenance of HVAC. Inspection report generated with photography and recommendations for improvements.

Property Inspection Fee (Basic): On-site review of your property to check exterior condition. No inspection report generated.

Property Tax Annual Contestation: Each year, your property tax appraised value will be contested by a licensed attorney. The attorney cost is 40% of the tax savings. There is no attorney cost unless there is a reduction in the appraised value.

Real Estate Investment Consultation: Our experienced staff offers specialized investment and financial advice to clients looking to buy, sell, or invest in property.

Renewal Fee: Re-screening tenants, and preparation of updated lease.

Repair Coordination Fee: Scheduling, coordinating and overseeing repair contractors. Includes before and after photos in most cases.

90-Day Satisfaction Guarantee: We want you to be happy with our services and be assured that your decision for us to care for your asset was the right choice. If you are not satisfied, we will terminate your contract within 90 days.

Tax Planning Consultation: Our experienced team offers strategies for reducing your taxes on your properties.

Unruly Tenant Guarantee: We guarantee you will not get any 2 am calls! All tenant communication is through Oakridge Premier Property Management and not the owner. We will also ensure that tenants follow HOA and community guidelines.

Vacancy Fee: This fee is applied if your property is unoccupied in place of management fees.



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