



Rental & Property
MANAGEMENT

MyEProRealty.com

John A. Kemper
Broker | Owner

Cell: 954-558-4488
Office: 954-306-2829

7491 NW 4th Street, Plantation, FL 33317
JohnKemper@MyEProRealty.com



RENTING YOUR HOME: Locate Quality Tenant.

- **Advertise**: Create and publish high quality “For Rent” Advertisements appear on Major Real Estate Websites. Advertisements incl. full-color pictures w/ detailed property information + rental details. Property may be listed on MLS, which covers Dade, Broward and Palm Beach Counties. Additional copies of keys are made so your Property Manager always has a spare key in case of emergency. Install secure lockbox at property for easy access in/out of property. All necessary utilities are connected: incl. electric and water. Coordinate property maintenance w/ pool, yard, etc. Pay invoices bills in accordance w/ maintaining property until Tenant search is complete. Conduct bi-weekly inspections to check that property is secure. Handle all advertising calls and pre-qualify potential tenants based upon Company criteria. Set appointments/show property to qualified tenants. Accept/ deposit security deposit to “Hold” property while Tenant completes the qualification process.
- **Qualify Tenants**: All Tenant applicants must complete our (EPro) Tenant Application form prior to consideration. Meet prospective Tenant and help them completely fill out and answer all questions regarding EPro Tenant Application. Receive copies of drivers’ license and security deposit. Agent will contact and verify proposed Tenants employment information. Agent will follow-up by telephone with all personal references. Verify rental payment history from previous landlord. Complete credit check to verify adequate credit history. Forward Tenant application, Driver’s License, copy of security deposit to Owner for consideration.
- **HOA or Condominium Only**: Handle all paperwork and application process with Condominium Association and/or Management Company to make certain all information is complete. We forward copies of Tenant application and Lease to Association/Management Company for their final approval.
- **Contract to Enter Into Lease**: Prepare & review ‘Contract to Enter into a Lease’. Collect and hold Security Deposit from Tenant (1) month’s rent) and place into Escrow Account while Tenant completes application process. All parties sign and complete ‘Contract to Enter into Lease’. Advice Tenant on local utilities’ policy to have water and electric switched over into Tenants name prior to move-in
- **Lease**: Prepare and review Residential Lease. Present to both parties for acceptance. Answer all questions and review Lease for accuracy. Have both parties execute Lease. Make Copies of all checks and Leases for owner records. Account for all funds upon Lease signing and collect all funds that are due. Disburse funds to Owner in accordance with Lease terms. Complete a final walk-thru inspection with Tenant before turning over keys. Present all parties with completed/signed copies of Lease. Provide statement of funds to Owner.

“T-R-U-S-T” Is Our Business!



Rental & Property
MANAGEMENT

MyEProRealty.com

John A. Kemper
Broker | Owner

Cell: 954-558-4488
Office: 954-306-2829

7491 NW 4th Street, Plantation, FL 33317
JohnKemper@MyEProRealty.com



PROPERTY MANAGEMENT SERVICES:

EPro Realty and Management will provide the highest quality Property Management Services. **EPro's Property Managers** handle over \$12 million of residential real estate. Our geographic area encompasses the entire tri-county area of South Florida.

NOTE: All of the following services are provided at no additional costs to you.

EPro Property Managers:

- ✓ Handles All Tenant phone calls.
- ✓ Collects All the rent.
- ✓ Coordinates All property repairs.
- ✓ Bills/collects All Late Fees, which are paid directly onto Owner.
- ✓ Provides min. (3) cost estimates on repairs over \$250.
- ✓ Inspects home on moves-in day. A detailed checklist is filled out.
- ✓ Re-inspects property on move-out day to ascertain property condition.
- ✓ Makes collection calls to Tenant if rent is late.
- ✓ Posts "3 Day Notices" on Tenants door.
- ✓ Arranges utility services if property is vacant.
- ✓ Keeps extra keys to access property in case of emergency.
- ✓ Conducts drive by visits to check on property's exterior condition.
- ✓ Arranges functional/cosmetic services (carpet, painter, lawn).
- ✓ Provides Owner with all original work receipts/bills.
- ✓ Arranges property clean-up if necessary.
- ✓ Mails monthly, quarterly, and yearly property statements.
- ✓ Will deposit rent check directly into your bank account.
- ✓ Will manage and maintain your property "like it is their own"!

"T-R-U-S-T" Is Our Business!
