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Summary Of JKH Properties Leasing and Management Services



Leasing Services

Jeff has been in the industry for 23 years selling and leasing residential property. We handle Properties in the North and East Atlanta. Here is a brief description of what we do to get your home leased.

Pre-Marketing Services

- Our Marketing Director is available to discuss leasing issues and answer all of your questions about getting your home leased quickly.
- We provide an up to date rental market analysis.
- We advise on what it takes to make your home rent ready in today's market.

Marketing the Property

- Top notch Marketing Campaign including posting on over 50 Internet websites (including all the expensive ones)
- Post in area Multiple Listing Service (35% of our houses are leased by outside agents)
- Install a professional yard sign.
- Licensed real estate agents show houses 24/7.
- Maintain a call center to take calls live.
- Provide you with up-to-date activity reports every week.

Screening the Applicant

- Pull Credit Report.
- Verify Employment & Proof of Income.
- Confirm previous Rental history.
- Pull eviction reports.
- Pull registered sex offender reports.
- We've screen applications for **RED FLAGS** and understand the issues around them.

www.JKHprorentals.com

Move-In Procedures

- A licensed locksmith will re-key your property prior to move in
- Review and sign the lease and house keeping documents
- Perform Move-In Inspection
- Collecting Security Deposit
- Turn over new keys to the new tenant

Procurement Fee & Guarantees

Procurement Fee

- One month's rent charged when your new tenant moves in. No up front fees

Guarantees

- Guaranteed an approved applicant in 60 days of being rent ready or we begin waiving fees when tenant moves in. Only when we are managing the property.
- We can spread the procurement fee over 2 months
- If the tenant skips (or is evicted) in the first 12 months we prorate the unearned procurement fee towards the cost of re-renting the property.

Management Services

When owners choose JKH Properties, Inc to manage their rental property, they need to know we have an infrastructure of top notch people and well developed systems to do the job right. We have categorized our management system into three areas; Managing the Money, Managing the Tenant and Managing the Property. Below is a very brief overview of some of these services.

How We Manage Your Money

- All monies (from all parties) go into Trust Accounts registered with the Georgia Real Estate Commission who has the right to audit them at any time.
- Establish and Maintain Owner's Escrow Account
- "Coming soon" Electronic Owner Disbursements
- Cash Flow Statements owners on the 10th
- Year End Cash Flow Statements for tax preparation
- Well established rent collection policy

Managing the Tenant

- Our primary job is Enforcing the Terms of the Lease
- Collect Rent "Coming soon" (E-check, ACH, Credit Card)
- Handle bounced/NSF checks
- Assess and collect late fees
- Managing eviction process
- Managing safety issues
- Handle HOA violations
- Handle move-out inspections and disputes over security deposits

Guarantees

- You pay no management fee if the tenant does not pay rent
- You pay no management fee while property is vacant
- If tenant skips (or is evicted) after 12 months we prorate the unearned Procurement fee towards the cost of the next re-rent.

Renewal Services

Your biggest expenses will take place during vacancies with rehab costs, lawn care, utilities, and no rent coming in. Renewal fee are motivation to keep a tenant there when there is a renewal fee.

How We Renew your Tenant

- When the tenant renews, there is a 5% rent increase
- Recommend ways to keep the tenant in the property
- Handle Negotiations between tenant and owner (if needed)
- Provide an up-to-date rental market analysis (if needed)

Renewal Fee

- Half month's rent for a 12-month extension
- Fee is prorated for a shorter or longer extension
- If the tenant is evicted during the renewal period we prorate the renewal fee toward the costs of re-renting the property.

This is just a sampling of the services JKH Properties, Inc offers its clients. We know you need more information before you make the important decision of who to entrust your property to us.

We are here to answer your questions. For more detailed information, please contact us directly or via email.

Email using our Request a Proposal Form

- or -

Phone: 678.898.5701

Thank you for inquiring with **JKH Properties, Inc.** We look forward to the opportunity to serve you.