

RMG Realty Inc DBA



Full Service Property Management

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What should I expect from my Property Management Company?

- Honesty & Integrity
- Accounting
- Coordinating Move ins/Move outs
- Minor Maintenance Issues
- Evictions
- **“No Excuse Rent Collections”**



Transitions

When You Purchase a New Property

- Management Agreement
- Physical inspection by Property Management Company
- Utilities Account Information
- Assign On-site Manager or Off-site Supervisor
- Prepare Owner File
 - ✓ Title Information
 - ✓ Owner Contact information
 - ✓ Mortgage Information
 - ✓ Insurance Information
 - ✓ HOA/CCRs Information
 - ✓ Tenant Leases
 - ✓ Vendor Leases
 - ✓ Home Warranty Information
 - ✓ Keys: Doors, Pool, Gates...



Within 10 Days of Purchase

Notify Residents about Changes in Management and Ownership

Property Evaluation

- Occupancy & Vacancy
- Delinquency
- Safety Inspection
- Complete Maintenance Inspection
- Safety Check

Establish Accounts

- Electric
- Water
- Gas

Marketing & Advertising Plan

Newspaper Ads	Promotions
Signs	Real Estate Agents
Tenant Referrals	Community Involvement



Property Manager Job Profile

•Accountant	•Glazier
•Appliance Repairman	•Interior Decorator
•Arbitrator	•Landscape Architect
•Banker	•Lobbyist
•Bill Collector	•Locksmith
•Carpenter	•Painter
•Carpet Layer	•Pest Control
•Counselor	•Psychologist
•Custodian	•Real Estate Agent
•Diplomat	•Home inspector
•Financial Analyst	•Salesperson
•Garbage Collector	•Secretary
•Gardener	•Vinyl Tile layer



EQUAL HOUSING
OPPORTUNITY

QUALIFY PROSPECTIVE RESIDENTS

- Documented Applications

Verify:

Rent History

Job

Credit

Criminal Background Check



Services Provided

- **Employee Management**
- **Bad Debt Management**

Payroll Administration

Skilled Employees

Drug Testing

Preparation and Distribution of Closing Statements

Assignments to Collection Agency

Provide Information for Garnishment Orders



Services Provided

- Enforcement of Legal documents
 - Execution of Lease
- **30 Day Notices:**
 - Vacate
 - Changes of rules and regulations
 - Termination
- **5 Day Notices to Pay or Quit**
- **Notice of Violation Curable and Non-Curable**
- **Notice to pay for repairs and damages**
- **Post Judgment Possession Agreement**
- **Roommates, Co-signors**



SERVICES PROVIDED

Collect:

- Late Fees
- NSF Fees
- Laundry Income
- Vending Income
- Legal Fees
- Utility Income
- Repair Fees
- **“NO EXCUSE RENT COLLECTION”**

Manage Expenses:

- **Vendor**
- **Deferred Maintenance Costs**
- **Lease Renewals**



SERVICES PROVIDED



- **Move In**
Providing a clean unit ready for move-in.
- **Provide Quality Maintenance**
Completing “work orders” timely and with good workmanship.



SERVICES PROVIDED

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Proactive Management

Property Safety Inspections
Licensed Management Team



Community Involvement

DEPARTMENT OF H.U.D



NATIONAL ASSOCIATION OF REALTORS

PHOENIX ASSOCIATION OF REAL ESTATE

SCOTTSDALE ASSOCIATION OF REAL ESTATE

PHOENIX POLICE DEPARTMENT
The Phoenix Crime Fee Multi-Housing Program

CAPITAL IMPROVEMENTS

**ASSESS AND SOLICIT BIDS FOR
CAPITAL IMPROVEMENT PROJECTS
AND SUBMIT REPORTS TO OWNERS
ALONG WITH RECOMMENDATIONS.**



Law of attraction....If the property management company shows they care about a property...the tenant shows they care about the property.



PROVIDE DOCUMENTATION AND COMMUNICATE

Accountant quality reporting to owners
and/or direct to owners accountant.





We Treat Our Good Tenants Like Nordstrom Customers



We Invite Our Bad Tenants to Relocate



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