

Harvest Real Estate Services



Property Management DÍVÍSIÓN

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28124 BAY AVE, MORENO VALLEY, CA 92555

OFFICE: (951) 992-1459

(TOLL FREE: 877-346-7197)

Are you tired of not getting the service you pay for, not getting through to the decision maker, getting voicemail or a phone service? That doesn't happen at ***Harvest Real Estate Services***. We pick up the phone 24/7 even on holidays. We are never out of touch we stay in contact with you either by phone or email.

We are ready to solve your problems with a phone call. You always talk to the decision maker.

Harvest Real Estate Services was developed in 1992 and has been a successful property management company with the goal to having all our clients happy with the management of their property and the performance of our services.

We prefer to remain a small company because we believe in special care for all our property owners. We bring with us a sense of urgency and have an attitude of maintaining the property as if it were our own.

Along with a full service management company that includes many benefits to the owners and tenants alike we offer a tenant creation and screening process, quick placement and fast eviction service if required.

We have extensive knowledge of the real estate market that helps us create rental rates that are in step with what the market will bare, and, to give our clients peace of mind plus a secure feeling with us as your property manager provider.

Harvest Real Estate Services is a sound and privately owned company. We offer competitive rates without sacrificing the service and attention you and your property deserve.

Your rental property is our top priority, it has our complete attention so your investment property is put in a rental condition very quickly which expedites the renting process.

All repairs and maintenance are done with your knowledge and approval first. All money is itemized on your monthly statement. You will be advised on all decisions when your property requires attention. We do not keep a staff of repairmen to do the work, We bid out all jobs to get you the best and fairest price possible. We use qualified repair services who have established reputations for doing excellent work.

We here at ***Harvest Real Estate Services*** have a policy of not spending money needlessly, we have no requirements on your property in order for us to management it. Your rental should be as worry free as possible. We can, and will do that for you

Give us a call at ***Harvest Real Estate Services*** and speak to the property manager, Ken, he is always available (951) 992-1459 or our toll free number (877) 346-7179

The benefits of using Harvest Real Estate Services

WE offer the following:

-
- Take the worry of your shoulders
- Save you time, work and stress
- Do all the advertising and take rental calls day or night and on weekends
- Screen all applicants and do a thorough credit and landlord check
- Perspective tenants will be thoroughly screened before you are notified for approval
- Do the walk through with the new tenant and fill out the move-in- inspection report
- Take all tenant call for repairs, day or night and on weekends
- Have a reliable list of repair services we do business with to solve any problem
- Deal with tenants on tough issues such as collection of rents or NSF checks
- Send out letters or phone tenants regarding maintenance and repair of the property
- Immediately contact tenants at the end of the grace period to stop delinquent payments
- Serve 3 day notices and start eviction proceedings if required
- Handle the move out, accounting report and refund check to the tenant
- When required, we start the process all over again
- Evaluate the condition of the property monthly for damages or neglect.

Give us, *Harvest Real Estate Services*, the opportunity to serve you. With all the services we provide, we make it easy for you to have rental property . Call Ken (951) 992-1459 or call our toll free number (877) 346-7197

Our goal is to keep your property in good condition with the best tenant possible. With the least amount of hassle for you

Owners

We are a full service real estate firm with a emphasis on property management. We have managed properties for over 20 years. We guarantee personalized service. You speak directly with the decision maker not an assistant. If your house is currently rented we charge only our normal monthly fee. If you are working with a management company that you are not satisfied with, give me a call.

Upon initiation of the management contract, we will require a copy of the insurance policy for the property and at least one set of keys. If your property is vacant we have several avenues to use in order to attract attention. First an attractive sign is placed in the front yard. Then we place an ad in the local newspaper which will require funds provided by the property owner. We also place ads on the internet in several places to reach a larger volume of potential tenants.

An inspection of the property is done to see if any repairs are required to get the property ready to rent. When the inspection is done if any damage is found we consult with you as to what steps to take.

Working with you the owner we establish optimum rental rates which reflects the market place for rentals in the area. After all the more income you get from your rental property the happier you will be.

If a current tenant is delinquent on his/her rent We get him/her up to date with the rent, and if it becomes necessary handle the eviction process. Then we will place a reliable, financially stable tenant in your rental property.

Rental rates are reviewed every six months. Rates are usually raised once a year between 5% and 10% providing the market will bare the increase, and after you the owner approves the recommended increase.

Owners are kept advised monthly on payments and any repairs required. We send all copies of invoices to the owners for their records. At years end we send out an annual accounting statement for tax purposes.

Checks are mailed out to the owners by the 10th of each month provided the tenant has paid the rent on time. However, if the tenant has not paid by the end of the grace period (the 6th of the month) we contact the owner immediately then contact the tenant for explanation of non payment of rent. Our goal is to keep the tenant current and staying in the rental property. We are always available 24/7 even on holidays for any question, or concern you may have.

When repairs are required we first contact you the owner regarding the problem. We do not have repairmen on staff, therefore all repairs are bid out for the best price and fastest service. We use well qualified service people that are known for the service they provide and have been in the industry for a while. We get bids for all jobs and contact you the owner to let you know the price for the repair and approval to proceed. All repairs are discussed with the owner first before we proceed.

Services & Pricing

Management fee: **8% up to flat \$100.00**
Vacant property requiring tenant, start up fee: **\$200.00** Plus advertising fee

- No start up fee if tenant is in place
- A discount is offered for multiple properties managed
- Available 24/7 , weekends & holidays
- Set up advertising
- Install attractive professional "FOR RENT" yard sign on property
- Advertise in local newspaper & several internet sites
- Initial condition report on property prior to renting
- Repair list on property if required
- Owner contacted for instruction regarding repairs
- Owner kept advised of estimates on all repairs
- Supervise all maintenance and repair work
- All copies of invoices sent to owner for tax purposes.
- Annual cost break down (tax statement)
- Color photo of property to show in office
- Set up appointments for applicants /potential tenants
- Show property, weekdays & weekends
- Check credit, job and past rental history, owner has final approval of potential tenant
- Fill out contract with tenant
- Monthly inspection of rental property exterior
- Annual inspection of rental property exterior & interior
- Advise on market conditions for possible rent increase
- Written report of inspection
- Receive all complaint calls and prompt follow-up
- Strictly adhere to collection system
- If required, serve three day notices
- Handle complete eviction process , including appearing in court for the owner
- Do lock-outs on evictions
- Handle reports to insurance companies if required
- Re-rent after 1 year lease: \$100.00 plus advertising cost
- Free tenant placement if under 1 year lease. Advertising costs only

We take the hassle out of owning income property. Please know your interest comes first with us. Let us handle all the time consuming steps it take to find and keep a good, stable & financially-able tenant.

Applicant qualifications and requirements

- **NO EVICTIONS** - NO EXCEPTIONS
- Applicants must be at least 18 years of age
- Applicants must have good rental history (cosigner possible depending on situation)
- Acceptable/verifiable landlord references
- Good credit history (due to the economy, we try to work with applicants)
- Copies of social security card and picture I.D. (Driver's license or military I.D., etc..)
- Proof of income
- Credit check fee of \$30.00 for first applicant , \$15.00 for additional applicants

All properties are on a 1 year lease for the first year then goes to a month by month contract.

Cosigners will be held responsible for the rent if the tenant defaults on the rent.

Cosigner will also be held responsible for any damage done by the tenant when tenant vacates the property

Collection and eviction policy

Rent is due on the first of the month and considered late on the fifth. The late fee is 5% of the rent plus \$2.00 per day. The owner receives 50% of all late fees collected. The rental contract includes a vacating the property clause, which requires the tenant to give thirty days written notice of contract termination.

Owners receive payment of rent between the fifth and the tenth of each month from our general trust fund account. If you already have a good tenant accustomed to paying with personal checks, we will continue to honor this arrangement until the tenant moves, defaults on the rent, or writes a bad check.

On the morning of the sixth (end of grace period), we serve a "three day notice to pay or quit" on any property for which we have not received the rent. We notify the owner on the 6th day to report a possible problem and that we are in the process of serving the proper notice. No excuses, no exceptions.

If we don't hear from the tenant or receive the rent with the late fees by the fourteenth, the tenant is personally contacted at work or at home. They are given two options, they can bring the payment and late fees immediately to our office or they must vacate the property immediately, and turn in the keys. If they refuse both of these options we start the eviction process and, the account is turned over to our eviction attorney and we file a formal eviction notice.

Once the eviction proceedings have begun the owner is contacted weekly and given a progress report. The bottom line is when a tenant doesn't pay they must be dealt with quickly and legally. Time is money when a tenant doesn't pay.

We apply legal and financial leverage with clear communication to the tenant. The average eviction takes about forty five days from the day it is filed. Our goal is not to harass the tenant, but to keep the property occupied with stable tenants.

Rest assured we do all that we can to keep a tenant in the property, however, when that is not possible we will replace an evicted tenant with a financially stable tenants.

Also, while your property is in rent default we do not collect a management fee. Only when we put a qualified tenant in do we collect our monthly fee for management.

We want our property owners to know we appreciate the confidence and trust they put in us. We work hard to build that confidence a property owner should have in their property managers and to know their property is in good hands and well taken care of.



Real Estate Services
Lic. 00590554

28124 Bay Ave. Moreno Valley, CA 92555
Phone: 951 992-1459 Fax: 951 797-9657

Applicant#1 _____
Phone: _____ Date of Birth _____
Present add. _____
City/state/zip _____
Landlord Name _____
Phone _____
How long at present address _____
Current rent paying _____
Reason for leaving _____

Applicant#2 _____
Phone: _____ Date of Birth _____
Present add. _____
City/state/zip _____
Landlord Name _____
Phone _____
How long at present address _____
Current rent paying _____
Reason for leaving _____

List prior address, landlord/manager's names, phone numbers, length of tenancy and rent amount _____

Names of all other occupants, ages and relationship to applicant _____

_____ pets (number & type) _____

Applicant #1 SS# _____ Driver's lic # _____ State _____ Expires _____
Present employer _____ Supervisor _____ How long with employer _____
Employer's Address _____ City _____ State _____ Phone _____
Position/Title _____ Gross income _____ Per _____
Other income _____ Per _____ Source _____
If present employment is less than 1 year list immediate prior employment information _____

Applicant #2 SS# _____ Driver's lic # _____ State _____ Expires _____
Present employer _____ Supervisor _____ How long with employer _____
Employer's Address _____ City _____ State _____ Phone _____
Position/Title _____ Gross income _____ Per _____
Other income _____ Per _____ Source _____
If present employment is less than 1 year list immediate prior employment information _____

Auto make _____ Model _____ Color _____ Year _____ License # _____ State _____
In case of emergency, person to notify _____ Relationship _____
Address _____ City _____ Zip _____ Phone _____

Has either applicant been a party to an EVICTION Yes No

Bank Account Information

Applicant #	Bank Name	Address/branch	Account Number	Type of account

The property shall be occupied only by the persons named in this application. Applicants represents the above information to be true, correct, and complete and hereby authorizes verification of the information provided, including obtaining credit reports at the cost of \$30.00 for the first applicant \$15.00 for additional applicants. Applicant(s) understands and agrees that the landlord may terminate any rental agreement entered into for any misrepresentation made above.

Applicant #1 _____ Date _____

Applicant #2 _____ Date _____