



Property Management Guide

Kathie Wells, GRI, ABR, CDPE, MRP

Phone: (850) 393-7556 Fax: (888) 411-0247
www.PropertyGulfCoast.com Kathie@PropertyGulfCoast.com

Wayne Hollingshead, CRS, ABR

Phone: (850) 341-4489 Fax: (800) 883-7744
www.PanhandleProperty.com Wayne@PanhandleProperty.com

Suesann Steppe, Property Manager

Phone: (850) 512-0383 Fax: (888) 350-9528
www.SunStoneProperty.com Suesann@SunStoneProperty.com

ARE YOU A HAPPY LANDLORD ?

Do You Have These Problems?



Dealing with your Tenant !

Check In, Check out, leases, lease violations, and evictions.



Keeping Good Records !

Online Owner portal which includes, all income,



Collecting Rents and Deposits Timely !

Free Direct Deposit to Owner's accounts monthly
 Handling of Security Deposits per state guidelines



Coordinating Repairs and Inspection !

Over 150 Licensed and Bonded vendors who have a history with Sun Stone and respond in a timely manner.



Handling Property Preservation !

Quarterly Inspections, 300 to 600 photos at each check in.
 Our number one goal is to keep your house as it was when you left it.

SIMPLIFY YOUR LIFE - *CALL US NOW*



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WHY DO I NEED A PROPERTY MANAGER?

Questions to consider if you are managing or planning to manage your own property

1. Do you have the time to manage the home?
2. Are you available everyday to show the home?
3. Do you know what questions to ask employers and previous landlords?
4. Do you have access to the Credit Reporting System to check applicants?
5. Do you know what to look for in a Tenant Application?
6. Do you know what to document when inspecting a home?
7. Do you know what Federal Laws & Florida Statutes apply to your home?
8. Do you know what to do if the Tenant does not pay rent?
9. Do you know who to call for the best rates for repairs & maintenance?
10. Do you know what the Tenant's Rights are?
11. Do you know what is fair to charge a Tenant when they move out?
12. Do you know the strict laws governing Security Deposits and disbursement?
13. Do you know what to do if the Tenant moves before the lease expires?
14. Do you have Free Legal Advice on current Florida Real Estate Laws?

If all of your answers are "Yes", then you most likely do not need a Property Manager. If you answered "No" to any or all of them, you may be subjecting yourself and your home to unnecessary risk, extra vacancy time, lower rents, etc. We have the resources available to perform these services. There are multiple variables involved with property management whether you do this, or hire a property manager. Risk is always involved with the event of



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FREQUENTLY ASKED QUESTIONS

1. What Services do you Provide?

- Comprehensive Tenant Screening
 - Tenant Applicant Credit Check
 - Tenant Application Reference Checks
 - Tenant Application Employment Verification
 - Tenant Sex Offender, Wanted Persons Check, Convicted Felon Check, Previous rental history
- Lease Preparation
 - You receive copies of all documents in an online portal which you have access to 24/7
- Accounting Services
 - *Direct Deposit ACH Service - Free for Owners - No Checks to Mail !!*
 - *We try to get all tenants to pay via Direct Deposit - Via their online portal*
 - Prompt Rent Collections on the 1st of the month - Every Month!
 - Monthly Statements available in your online portal 24/7
 - Copies of all invoices available in your online portal 24/7
 - End of Year Statements—For your tax deductions
- Property Preservation Program
 - Recommendations to prepare your home for rent
 - 400+ Digital Photos taken at Tenant Move-in Inspection to document condition of home. Owner Management and Tenant BOTH receive copies of Photo CD.
 - Extensive Inspection Reports
 - Move in/out Report & Checklist posted to the online portal
 - Maintenance Supervision
 - Low Rates from preferred Licensed Vendors
 - Repair Coordination
 - Property Inspections
 - Quarterly Outside Property
 - Semi-Annual Inside
 - Move out Inspection
 - Security Deposit Disposition



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FREQUENTLY ASKED QUESTIONS

2. What are your Fees?

- 10% of Gross Monthly Rental Income Collected for Full Service Management or \$75 per month, whichever is greater
- One-time \$250 Accounting fee, \$300 repair reserve
- No additional Upfront Fees
- No additional Surcharges
- No MLS Fees
- Optional News Print Ad Fees

3. What About Marketing to Find a Tenant?

- Listed with Multiple Listing Service (MLS)
- Listed on MilitaryForSaleForRent.com and 44 other real estate related websites.
- Marketed to Licensed Real Estate Agents
- Military Housing Offices—AHRN.com
- Yard/Window Signs
- Rental Lists available

4. How does the Tenant Contact the Property Manager?

- Tenant is provided with direct cell phone number - Not an Office Phone
- Tenant can call, e-mail, or visit office directly
- Property Manager will coordinate any communication to Owner

*Our job is to ensure your home continues to appreciate in value,
and to follow all Florida Statutes.*