

PROPERTY MANAGER QUESTIONNAIRE

COMPANY: _____

DATE: _____

Public Profiles and Social Media:

- WEBSITE: _____
- GOOGLE RATING: _____
- YELP RATING: _____

- FACEBOOK: _____
- INSTAGRAM: _____
- ZILLOW: _____

Property Management Fees:

- MANAGEMENT FEE _____
- SETUP FEE _____
- MAINTENANCE FEES _____
- LEASING FEE _____
- INSPECTION FEE _____
- LEASE RENEWAL FEE _____

- EVICTION FEE _____
- POSTAGE _____
- EARLY TERMINATION _____
- DOCUMENT RETENTION _____
- LATE FEES _____
- PET FEES _____

Services Provided:

- ADVERTISING
- SHOWINGS
- SCREENING
- ESA VERIFICATION
- PET SCREENING
- SUBSIDY PAPERWORK
- LEASE VIOLATIONS
- COURT APPEARANCES
- EVICTIONS

- RENT COLLECTION
- SECURITY DEPOSITS
- LAUNDRY INCOME
- SUBSIDY INCOME
- OWNER DISTRIBUTION
- OWNER STATEMENTS
- 1099s
- YEAR END STATEMENTS
- OWNER PORTAL

- RESIDENT PORTAL
- VENDOR MANAGEMENT
- PAYING INVOICES
- UTILITY MANAGEMENT
- LAWN CARE
- SNOW REMOVAL
- PREVENTATIVE MAINTENANCE
- 24/7 EMERGENCY HOTLINE
- 24/7 LEASING HOTLINE

Notes:

