

# Property Management

We provide professional peace of mind management, with a *GUARANTEE* on all tenants we place. Our home-owners stay with us for years and their properties have never looked better ....and at a very affordable rate.

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(800) 259-1569

[www.ClassicFloridaRealty.com](http://www.ClassicFloridaRealty.com)





## Tenant Guarantee

We **GUARANTEE** all the tenants we write on a lease! This is our way of showing good faith in the quality of our tenants. Should a tenant terminate occupancy at anytime during the first six months of a lease, regardless of the reason (corporate transfer, military posting, etc), we will place a new tenant at **OUR** expense.

## Limited Owner Maintenance Costs

This is another concept unique to Classic Florida Realty. Our leases state that the tenant is responsible for a pre-set deductible for any maintenance and/or repairs in a given month. We of course have the corresponding language in our owner agreement whereby we seek owner approval for any expenses over the deductible.



Our owners really appreciate the huge savings each year, as all minor vendor charges are fully absorbed by the tenant. It also eliminates any frivolous call outs; as any trip charge would need to be paid by the tenant.

*We use common sense too!* If the AC packs up one day one day after the tenant moves in, we are likely to be flexible, but the intent to protect our owners remains in place at all times during the lease.



**CLASSIC FLORIDA REALTY**  
**AND PROPERTY MANAGEMENT**

## Marketing Services

Advertising and marketing is the key to placing qualified tenants. For each and every vacancy we deploy the full resources of our vast network of real estate agents and area employers, in addition to extensive online and print advertising.

### *Area Realtors*

As members of the National Association of Realtors and our local boards of realtors, we list all properties on the Multiple Listing Service (MLS). The MLS is where real estate professionals and members of the Association of Realtors can easily find the information needed for their customers.

### *Major Employers*

We cooperate with human resources departments of most of the major employers in the area, actively placing transferees and assisting with corporate housing. Our listings receive exposure to thousands of local employees through these activities.

### *Flyers, Brochures and Signs*

We send out flyers to over 3,000 real estate agents in the area every month, place "For Rent" signs, and participate in several corporate brochure placements.



# CLASSIC FLORIDA REALTY AND PROPERTY MANAGEMENT

## *Internet Exposure*

Listings are featured on our company website, as well as several high traffic websites such as: Realtor.com, Move.com, AllSpaces.com, Lycos.com, Vast.com, Oodle.com, Rentals.com, and many more.



## *Search Engines*

All our listings are featured on over 15 search engines including: Google, Yahoo, Excite, Netscape, Earthlink, and several others.





## Tenant Screening

Applicants are thoroughly screened to ensure quality tenants. We run a comprehensive check for the following items:

- Credit History
- National Criminal Background Check
- National Eviction Search and Residential History
- Employment History and Verification



*Classic Florida Realty* does business in accordance with the Fair Housing Act and also complies with confidentiality regulations.

Each report is thoroughly reviewed and common sense applied to the findings. For example: if a tenant has less than perfect credit, but has the means to place a higher deposit, then we may allow the applicant to move forward.



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## Leases and Rent Collection

Our tenant leases are the strongest in the industry and have been finely tuned and developed over several years to protect our homeowners. We require each and every tenant to agree to strict property maintenance guidelines and take financial responsibility for any services call outs.

We collect a substantial security deposit prior to occupancy. And we mandate in our leases that rent is paid by ACH electronic withdrawal. All ACH withdrawals are initiated on the first business day of a month.

If a withdrawal “bounces” then rents are considered late on the 5th of the month. We immediately endeavor to make contact with the tenant and if payment is not made by the next business day we file a required notice called the *“Three Day Notice to Pay Rent or Deliver Possession”* to protect our homeowners against extended default.

In the extremely rare case that a tenant ever does default we act quickly and can usually regain possession of a property within 45 days of filing.

## Property Inspections

We complete a detailed tenant inspection at occupancy and at exit and any qualifying items or repairs are deducted from the security deposit and posted as additional income for the homeowner.



## Accounting

We use the very latest state of the art computerized systems that enable us to collect monthly rent, forward detailed itemized owner statements and deposit funds directly into our owner's bank account. In addition to providing monthly statements, we also issue 1099's and end-of-year statements grouped by expense type for tax accounting use.

### *Paperless*

We are as close to a "paperless office" as possible. All statements, invoices, and receipts are digital, all incoming and outgoing payments are electronic and all work/service orders are issued online.



### *Statements & Disbursements*

- All rents are due on the 1<sup>st</sup> and are collected into a treasury registered advance deposit account.
- A month begins at 9am on the first business day of the month, late entries from the last day roll over.
- A month is closed at 5pm on the last business day of the month.
- Owner statements are assembled and emailed the first week of each month for the proceeding month's activities.
- Owner disbursements are initialized the next business day for direct deposit into the owners' bank accounts.



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## Maintenance & Service Requests

We operate a 24/7 emergency line for our tenants, and the property management agreement enables us to act quickly in any situation where the property or tenant is at “immanent risk”.

Non-emergency maintenance and service requests can be submitted online or by email. Owner approval is sought on any repair or item in excess of \$300. All maintenance and repairs are itemized on the owners monthly statement.



We have a close working relationship with several vendors, handymen, and service providers throughout Central Florida and have negotiated discounted rates for most trades. We can also provide lawn and pool service if needed. Pool service is always recommended to be included in rent to avoid damage by untrained or licensed persons.





## CLASSIC FLORIDA REALTY AND PROPERTY MANAGEMENT

### Services

#### *Tenant Placement:*

- Listing the property on the MLS
- Purchase ads on over 30 major national websites
- Market on over 15 search engines
- Show the property 7 days a week
- Run criminal background and credit checks
- Verify rental history, employment, and income
- Collect deposit and first month's rent
- Execute lease

#### *Property Management:*

- Complete tenant walk through
- Collect monthly rent
- Provide 24/7/365 tenant emergency service
- Handling of all maintenance issues
- Account for all transactions
- Provide detailed monthly owner statements
- Complete monthly disbursements
- Direct deposit owner funds
- Negotiate lease renewals
- Complete tenant exit walk through
- Disburse security deposit

### No Cancellation Fee

We offer our services at the pleasure of our owners. There is no cancellation or termination fee on vacant properties. We go far above expectations in order to keep our owners happy and profitable, but any owner can cease property management on a vacant property with just a 30 day notice.

## Getting Started

We can get started just as easily by email as we can arranging a meeting at your property. Either way, we can assure the you will be dealing with a fully licensed real estate agent and qualified property manager.



## Management Agreement

We have the most “user friendly” management agreement in the industry. We have endeavored to make it as simply and easy to read as possible and we collect no upfront fees upon our agreement. We are paid from rent received for all services.

## We Are Available

We are a service-oriented company, we are happy to answer any questions whatsoever and explain our processes, procedures, and logic behind all we do. We look forward to earning your business.



Contact Us Today

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