



Custom Property Management

"Big enough to serve, small enough to care."

Services We include, but do not limit, our services to the following:

- Run background and credit checks on prospective tenants
- Approve, sign and renew lease agreements
- Approve, sign and renew lease listing agreements
- List property For Lease
- Make contracts for electricity while property is vacant
- Provide Owner(s) with recommended maintenance/repairs with cost while property is vacant
- Move in new tenant(s) with condition of property and pictures
- Re-key and bring property to State of Texas Lock Code
- Install smoke alarms to bring to Texas Code
- Collect rents
- Supervise repairs and maintenance
- Pay for repairs and maintenance through Owner(s)' cash reserve
- Deposits into owner's bank account
- Supply Owner(s) with three bids for work over \$1,000.00
- Six month interior inspections with pictures
- Monthly exterior inspections
- Provide monthly transaction reports
- Maintain a cash reserve of \$350.00 in Owner(s)' account
- Provide copies of invoices for all expenses
- Work with insurance companies for any insurance claim
- Post three-day notices to vacate on non-paying tenants
- Post forcible detainers/eviction at Justice of Peace Court
- Represent Owner(s) of property in court hearing for evictions
- Post eviction notice on property
- If necessary, file Writ of Execution
- When necessary, assist Constable in Writ of Execution
- Obtain Abstract of Judgement for Owner(s)
- Provide Owner(s) with condition of property with pictures upon vacancy.