

# Advantage Avenue

## REAL ESTATE

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## Property Management Services

Advantage Avenue Real Estate offers comprehensive services to make your rental property experience simple and profitable.

Our years of experience will save you time and money along with the peace of mind that your investment is being properly handled. We make owning rental property an enjoyable experience and give each customer responsive and caring services.

Please review the materials provided in this package. This will give you an overview of the services we offer and show you some of the forms and contracts used in the management of properties similar to yours.

Advantage Avenue Real Estate is a member of:

- ▶ Greater Tampa Association of Realtors
- ▶ Florida Association of Realtors
- ▶ National Association of Realtors
- ▶ International Real Estate Federation (FIABCI)
- ▶ Our professionals are licensed Realtors and have earned the Certified Property Management Specialist CPMS designation.

The Advantage Avenue Real Estate team.

Web: [www.AdvantageAvenue.com](http://www.AdvantageAvenue.com)

Email: [info@AdvantageAvenue.com](mailto:info@AdvantageAvenue.com)

As a full service management company, we are dedicated to handling all the management needs of your property on a day-to-day basis. Please scroll down for a more detailed explanation of our services.

## **Marketing of Your Property**

We have a strong marketing program to attract prospective tenants. We implement all current available resources to secure qualified tenants for our Owners as quickly as possible. Below are some of the following resources we utilize:

- ▶ Yard Signs
- ▶ Internet advertising on prominent national websites
- ▶ Full web page advertising on our website
- ▶ Broker referral program
- ▶ Your property goes into the Multiple Listing Service
- ▶ Newspaper advertising is available\*

\* If newspaper advertising is requested, the owner is billed for the actual cost of newspaper advertising at low contract rates.

## **Showing and Applications**

We receive and process all calls from the advertising. Every prospective tenant is required to complete a detailed Rental Application, then each application is thoroughly evaluated and screened before approving a prospective tenant.

## **Qualifying the Tenant**

One of the most important things we do is placing the proper tenant into your unit. A thorough credit check is made before any lease is signed. This process includes a credit history review with the credit bureau, employment verification, and a check of any eviction or criminal histories. We also contact all appropriate references, including past landlords.

## **Lease and Lease Execution**

Upon acceptance of the tenant we require that applicants give us a full first month's rent and a Security Deposit in the form of cash, money order or cashiers check. Security deposits are held in a recognized Florida Escrow Account. An additional pet fee is collected on properties in which the property owner allows pets.

Our leases are annual leases and are drafted by an attorney who specializes in Landlord/Tenant Law. Leases are continuously updated to stay current with the changes in local and state laws. Tenant responsibilities are clearly defined, giving us the ability to enforce lease requirements.

We have each tenant complete a move-in inspection report.

## **Collection & Distribution of Rents**

We collect your rents and provide monthly statements. Rent is due on the first of each month. Late notices are sent at the appropriate intervals and removal proceedings are initiated if the tenant does not make immediate payment arrangements. Late charges are collected when applicable. Tenants are encouraged to pay rent on time.

We provide the option of having direct deposits of your rental income into your bank account. To make it easy and convenient, we also provide Tenants with automated tools in order for them to make their monthly rent payments using the Internet.

We review the rents at the end of each lease period to assure that your property is receiving its best income potential according to the prevailing market conditions.

## **Accounting**

Our computer system keeps complete, accurate records of every income and expense that affects your property. We maintain tenant and property records for several years. Detailed monthly statements, and a year end reporting income and expenses statement are forwarded to the owner.

The itemized monthly statements include information on:

1. Rental income
2. Management fees
3. Other expenses (if any)
4. Net amount to owner

Your net check can be included with each statement or deposited electronically to your bank account. Monthly statements and copies of paid invoices are normally sent before the 15th of each month. At the end of each year, you will receive a Consolidated Profit & Loss statement along with your 1099-Misc. Form for easier tax preparation.

## **Tenant Relations**

We maintain a good professional relationship with each tenant. Our goal is to maintain satisfied long-term tenants who pay the rent on time and take care of the property. We pride ourselves on the quality of tenants we are able to attract and we try to perform in such a manner that our tenants will be happy to refer others to us also.

## **Maintenance & Inspections**

All maintenance emergencies are handled quickly and in a cost efficient manor. Non-emergency maintenance requests must be made in writing to prevent frivolous requests. We have experienced maintenance and repair people available to handle all needs as they arise. These professionals have been chosen because they have proven to be honest and competent, and their services are reasonably priced. Owner approvals are obtained on all work exceeding a previously agreed dollar amount specified in the Management contract.

We do inspections of the properties on a regular basis to ensure tenants are complying with the Rental Agreement. We make frequent exterior inspections of the various properties we manage because a property that is well maintained on the outside is normally being taken care of on the interior also. We also make regular preventive maintenance inspections of the interior of the properties as authorized by the tenant's lease agreement. Where inconsistencies are noted, tenants are notified of necessary corrective action and the owner is advised. Properties are inspected prior to occupancy and after move-out.

## **Management Fees**

Our monthly management fee is collected when the rent payment is received, and is automatically deducted from your account when the rent payment is posted to your account. There are no management fees collected when your property remains vacant. When your property is vacant, we are working actively to advertise and secure a suitable tenant. We are as motivated as you are to find a tenant to maintain our business running well.