



PROPERTIES, INC.

- ⌚ Protecting your investment
- ⌚ Providing personalized service
- ⌚ Professional inspections
- ⌚ Periodic reports



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Services We Provide...

- ⌚ Review owner's property, advise of probable maximum rates
- ⌚ Review rental forms with owners, secure Rental Agency Agreement
- ⌚ Review home insurance needs
- ⌚ Advertise the unit at no additional cost to the owner
- ⌚ Show the property
- ⌚ Screen prospects with our 6-step criteria:
 - *Criminal History *Credit Check *Rental History (2)
 - * Employment History *Income *Professional Evaluation
- ⌚ Prepare rental agreements, secure adequate deposits and fees from tenant, post to trust account
- ⌚ Disburse monies to owners, mortgage company, or as designated
- ⌚ Secure maintenance and repairs from independent, reliable contractors/handy men
- ⌚ Attend to details of management
- ⌚ Periodic drive-by inspection of the property
- ⌚ Serve late, violation, and eviction notices when required
- ⌚ Provide quarterly reports to owners, or account activity e-mailed monthly
- ⌚ Do check-in and check-out on tenants
- ⌚ Monitor utilities, especially during vacant periods
- ⌚ Attend property managers & educational meetings to keep up to date with changes
- ⌚ Periodically consult with owners on improvements or upgrades
- ⌚ Send annual reports and 1099 tax forms

How much does it cost?

For these services, Crown Properties, Inc. charges a commission of 10 percent of rents collected and a computer trust fee of \$2.00 per month.

The owner pays a one-time initial fee of \$350.00 for management to set up the file, advertise, inspect, and show the property to prospective clients. If the unit comes vacant after one year, there is a 10 percent rent-up fee to find a new tenant.

Our management at all times uses a standard of best discretion to meet the needs of the owner.

Comparing services will save you time and money. Professional Management is a service and should a savings, not an expense.

Our basic fee includes, at no additional charge...

1. *Showing your property as often as necessary and drawing up new tenant agreements whenever needed.*

Most other management companies charge a lease fee every time they show and draw up a new agreement.

2. *Working closely with tenants to insure timely monthly rent payments.*

Most other companies charge owners to handle and redeposit checks that do not clear the bank.

3. *Insuring that repairs are done by competent, independent contractors with whom we have satisfactory working history.*

Most other companies do repairs by employees of the management company who make a profit from work.

4. *Screening and approving tenants and all accounting and bookkeeping necessary to provide the property owner with complete, current, and accurate financial records.*

Most management companies have outside agencies do accounting, which adds to their overhead and the charges they must pass along to the property owners.

Insurance policies change when owners no longer occupy the property.

The typical “homeowners” policy is not a proper safeguard once the property becomes a rental. The normal homeowner’s policy is good only so long as you are the resident of the property (so, only as long as the property is owner occupied)

One of our requirements is for the owner to contact his insuring agent to make the following changes.

1. Change owner to “non-occupant”
2. Remove personal property
3. Secure adequate fire policy (sometimes called landlord’s insurance)
 - A. check on rent loss
 - B. window damage
 - C. vandalism
4. Increase liability limits to \$500,000.00
5. Inform your agent of Crown Properties, Inc. management, and have us named as an additional insured.
6. Have agent send us a fact sheet/declaration sheet of the revised policy

Contract

We will gladly send you copies of our management agreement and copies of our tenant agreements on request. Just call us at:

Who we are...

Crown Properties, Inc. started business in 1979 as a real estate office, Century 21 Properties East, Inc. We were actively involved in all aspects of real estate with limited property management. In 1990 we sold the Century 21 franchise, changed our name to Crown Properties, Inc. and expanded our property management service. In 2007 the company was acquired by WCW. We are a full service Real Estate Company and members of NWMLS Service.

What we do...

We manage residential properties, specializing in single family homes, duplexes, and multiplexes for owners and investors. By specializing only in the residential market, we have become highly knowledgeable of the guidelines, laws, and regulations that must be followed.

Where we're located...

We are located in the heart of Spanaway, just east of McChord Air Force Base and Fort Lewis. We manage properties primarily from Tacoma to Yelm, and from Steilacoom to Puyallup. One of our criteria is that we manage properties within our traveling radius so we can oversee them periodically.

Why...

From the beginning we felt the need to provide a quality service to property owners. We have been able to do that by providing three basic services: 1) The best rental rate possible. 2) With the shortest period of vacant time. 3) And with carefully selected tenants. We also found that owners were particularly interested in securing reliable handymen contractors who would do quality work at reasonable prices. Over the years, we have constantly reviewed and upgraded our servicemen's files, passing both the savings and reliability on the owners.

What's the cost...

For our service we charge 10 percent of rent collected. Commission rates for multiple homes/rentals are discounted per agreement. Our one-time set-up fee to cover advertising costs is \$350.00, which is good for the life of the management agreement. Monthly, a \$2.00 fee is deducted for bookkeeping and trust accounting supplies.

Our goal:

**Protect you and your investment through
a "hands on", personalized service
approach.**

How we accomplish this:

**By specialize in single family homes,
duplexes, and multiplexes.**

We are the professionals who inspect your property, send you periodic reports and an annual statement and strive to improve our service by continuously upgrading our agreements and procedures.

Check out our web page:
<http://www.crown-rentals.com>