

## **REASONS FOR CHOOSING BALDINI PROPERTY MANAGEMENT**

### **Experience:**

For Baldini Property Management, property management is not a sideline: it is the sole focus. It is important to note that in the central Bay area, San Francisco in particular, the leasing and management of real property has become complex and increasingly regulated. It is easy for a novice to make costly errors of judgement in today's market and to be able to carefully avoid the many obstacles that exist in the course of business. It is due to our experience that we may advise and manage your property in the manner that will maximize your property's return through efficient operation.

We hope to put our experience to work for you and to maximize the potential of your property.

### **Financial Reporting:**

BPM uses state-of-the art computer record-keeping procedures that provide immediate reporting, enabling clear analysis and decision making for your property. Monthly owner's reports give a detailed view of account activity over the reporting period. End-of-year reports simplify your tax reporting.

### **24-Hour Maintenance Response:**

Our management system provides vital access staff in case of maintenance problems. We advise our tenant where they can call in case of emergency. Our plumbing and electrical service providers are available on 24 hour basis, and are dispatched in a timely manner should the need arise.

### **Legal Referral:**

In the unfortunate event that legal solutions are required for your property's problems, we will contact one of our associate attorneys who specialize in landlord-tenant law. They will effectively respond as the situation may require.

## **PROPERTY MANAGEMENT SERVICES OFFERED**

Baldini Property Management offers “Full Service Property Management” which means that we can offer management services as extensively as you wish. We will tailor our management plan to fit your property needs. Your concerns can be addressed as simply as by the receipt of a monthly property report and proceeds check. Below is a description of some of the services BPM can provide.

### **Continuous Property Management:**

Performance of all routine management duties including:

- Rent Collection
- Monthly Reporting to Owner
- Referral to Legal Counsel
- Deposit Interest Accounting
- Necessary Tenant-Landlord Communication
- Payment of Bills
- Ordering Repairs
- Rent Increases
- Lease-up
- 3-Day Notice

### **Lease-Up Only:**

For a pre-determined fee, we will locate a qualified tenant for your property.. Includes credit-check, reference check, and lease preparation. Thereafter owner is responsible for management of property.

### **Additional Service Available:**

BPM can provide additional services as may be necessary. All properties are unique, as are their problems and needs. Your property Manager can discuss any special situations you may have to find solutions.

### **About Fees:**

Our fees are negotiated at time of consultation between Property Owner and Manager. Fees are normally charges on a percentage of gross collected rents, but may in some cases be charged on a flat dollar-amount basis. Your specific fee is negotiated after discussing your property’s needs.

# BALDINI PROPERTY MANAGEMENT

## Five Reasons Why Having BPM Lease Your Property Makes Sense

Leasing a property to a qualified tenant is one of the many services offered by **Baldini Property Management**. Our fees for leasing normally range between 50%-75% of one month's rent. Occasionally a client may consider "doing it himself", to save money.

More often than not, this client later finds that the leasing fee would have been money well-spent. Although it may appear easy to be a landlord, it is actually a position surrounded by hazards; costly hazards. Making a mistake in any of the discussed areas can be financially fatal.

1. **Getting "Market Rent"** The very first thing we do is to determine "market rent", which can be described as the highest reasonable rent you can get in the current market. Frequently some landlords charge a low rent with the idea that the tenant will be more appreciative and maybe complain less. **This is the wrong approach for many reasons. Always use market rent.** Not using market rent will lower income and may cause deferred maintenance among other things.
2. **Re-renting efficiently: Minimizing Vacancy-Loss** There are many reasons for leaving a property vacant, but no good ones. **For vacancies, time is money-lost.** Many landlords wait for a property to become vacant before the tenant search. **Wrong!** At **Baldini Property Management**, we begin the tenant search **before** the property is vacant. Responsible tenants plan ahead; as property managers we plan ahead as well.
3. **Screening-out Deadbeat Tenants** Deadbeat tenants need housing too, and they will desperately do whatever they have to do to get into housing! **It is crucial to screen tenants well.** At BPM we perform a credit check, eviction check, and general application check for each adult tenant. Also, being a professional property management company will deter unqualified applicants. A deadbeat tenant can mean months of rent loss, damaged property, and a hefty attorney fee. We screen out the deadbeats and entice the good tenants.

4. **Proper Lease Preparation** If it isn't enough to perform the abovementioned services **we will properly prepare a lease (at no extra charge)** to current standards, with consideration given to rent control ordinances (if applicable), lead-based paint disclosures, and any specific terms and conditions required by landlord and tenant.
  
5. **Avoidance of Legal Hazards** In the current rental environment, an improper statement, procedure, document, or action may result in legal action against the landlord. As a professional property manager, **Baldini Property Management** will attend to your property's business affairs by **following competent ethical and legal standards and current procedures.**

**Do you really want to lease your property on your own?**

**Owner Statement**  
**3630-3632 Yellow Brick Road**  
**Months: Jun 2017**

Date	Reference	Code	Payee/Payer	Remarks	Income	Expense	Balance
				Beginning Balance			.00
06/01/17	1059	3630	Tenant Name	3630 Yellow Brick	3,200.00		3,200.00
06/01/17	118	3630	Tenant Name	3630 Yellow Brick	1,883.00		5,083.00
06/01/17	203	3630	Tenant Name	3630 Yellow Brick	1,015.00		6,098.00
06/02/17	51552	3630	Mgt Co	Mgt Commission		365.88	5,732.12
06/02/17	51570	3630	Farmers Ins	Acct #123456		2,160.10	3,572.02
06/02/17	51571	3630	Ruben	Patch Hole		212.00	3,360.02
06/02/17	51572	3630	Electric	Remove subpanel		1,009.98	2,350.04
06/02/17	51573	3630	A-1 Appliances	Repair dishwasher		75.00	2,275.04
06/02/17	51574	3630	R & M Plumbing	Balance due on Kitch plumbing		360.76	1,914.28
06/02/17	51574	3630	R & M Plumbing	Replace faucet		413.56	1,500.72
06/02/17	51575	3630	SFPUC-Water	Acct #123456		63.53	1,437.19
06/02/17	51575	3630	SFPUC-Water	Acct #123456		17.50	1,419.69
06/12/17	51675	3630	Owner Name	Payment to Owner		4,419.69	.00
					6,098.00	6,098.00	
				Security Deposits	.00		
				Reserves Defined	.00		

**This is a sample of a monthly report our clients receive.**