



## **Greenbridge Properties Rental Management**

We are licensed real estate professionals that offer customized management services for your condo, townhouse or rental home. Greenbridge has partnered with a leading multifamily management company in Portland to capitalize on a large economy of scale.

Greenbridge sets itself apart by not requiring set up charges, annual contracts or termination fees. We're confident you'll receive the service you expect and that our relationship will continue because it benefits both parties, not because you signed into a fixed term.

### **Client Services**

We handle all of the day-to-day requirements of property ownership, including:

- ❖ All resident communication and correspondence
- ❖ A streamlined resident move-in and move-out process
- ❖ Twenty-four hour worry-free maintenance support
- ❖ Professional accounting and a federally insured, client-specific trust account
- ❖ Monthly and year-end financial statements
- ❖ Collection of monthly rent and fees from residents
- ❖ Periodic inspections of your property
- ❖ Management of security deposits as regulated by law
- ❖ Compliance with Oregon's Landlord Tenant Laws
- ❖ Periodic property inspections

### **Resident Placement & Retention**

We utilize a variety of resources, skills and advertising methods to keep your property occupied with the best residents. Our placement and retention services include the following:

- ❖ Management of the cleaning, painting and other services necessary to prepare a unit for resident placement
- ❖ Low cost and aggressive advertising of vacant units
- ❖ A summary of your property on our website, which receives high traffic and referrals from our multifamily partner
- ❖ Scheduling and showing of units to prospective residents
- ❖ Background and credit checks from professional third party companies, employment and income verification, and past rental history
- ❖ Supervision of the lease signing process; collection of a security deposit and fees
- ❖ Welcome packages for every resident detailing the rules, expectations and FAQs.

- ❖ Move-in inspection and documentation done with new Residents
- ❖ Processing of all rent-related communications to residents, including rent increases, past-due fees, and notices of changes or non-compliance to the rental agreement
- ❖ Treatment of delinquent residents
- ❖ Monitoring of lease expirations so as to advertise early and avoid long turnover periods

## Maintenance

A well maintained property is the best way to attract residents, maintain the value of the property and reduce the number of sudden and expensive problems. Greenbridge offers the following maintenance oversight services:

- ❖ Licensed, bonded and insured subcontractors
- ❖ Coordination of scheduled and emergency maintenance work
- ❖ Move In / Move Out cleaning
- ❖ Carpet replacement and cleaning
- ❖ Interior and exterior painting
- ❖ Locksmith
- ❖ Pest control
- ❖ Handyman services
- ❖ Yard maintenance
- ❖ Construction services

All of the aforementioned services are included in our standard management agreement. As each property and each Owners' needs are unique, our Clients can exclude, modify and add any service as needed.

## Guiding Principle

*“At Greenbridge Properties it is not enough to simply be better than our predecessors and contemporaries. Through a process of continual self improvement, we strive to be better than ourselves.”*