



## Property Management Services

Thank you for your interest in Windermere Property Management Services. We provide a wide range of services from placement only to full management of your property. All placements comply with the Fair Housing Act and the Landlord Tenant Act.

### **Placement Only:**

*Fee is equivalent to one month's rent...*

1. List your property in the Northwest Multiple Listing Service, Windermere web site, Stanwood Camano News, Craigslist and various other print and internet media.
2. Show the home to prospective tenants.
3. Provide application forms to potential tenants and process them through ORCA – a tenant screening company in Anacortes, WA. This provides us with a credit report, verification of employment, rental references and a thorough background check. The screening fee is paid by the interested party.
4. Notify you of the screening results so you can make an informed decision.
5. When applicants are approved and accepted by you, we write the lease, check the tenants into the home with a written report of property condition supported with photos if needed. Copies of this report will be provided upon request.
6. Collect all monies and disperse to proper parties.

### **Property Management:**

*Fee is equivalent to 10% of the monthly rent...*

1. Collect rents and deliver late notices if required.
2. Notify you of any necessary repairs and take care of obtaining the required service, and send a copy of the billing for your records.
3. Forward rent proceeds minus expenses and management fees to you. Direct deposit may be available in some instances.
4. Drive by the property from time to time to make sure the property is being maintained properly. We also will do an interior inspection upon request with proper notice given to the tenants.
5. At the end of each year, you will receive an IRS form 1099-Misc., with a full accounting of income and expenses.

*Feel free to call Windermere Property Management with any questions you may have regarding our array of services. We look forward to assisting you!*

**Keith Bjornethun and Michael Borthwick**

**Windermere Real Estate/CIR**

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