



BLIZZARD

Property Management

- **ADVERTISING:** via Mammoth Times, the Mammoth Times Website, The Sheet, BPM's website and listings provided in our office. Fliers distributed around town periodically (PO, coffee houses etc.)
- **PROCESS APPLICATIONS:** credit checks, verify references including employment verification and landlord references.
- **EXECUTE LEASE AGREEMENT,** renewals, or cancellations of rental agreements relating to property.
- **RENTS:** Collect all rents on the 1st of the month; collect late fees, issue warnings or door tags for late rents.
- **MAINTENANCE:** tenants report maintenance issues to BPM office; after hours emergency numbers provided. Owners notified about all service requests (via email) as tenants report them.
- **CONTRACTORS:** BPM provides minor maintenance repairs as needed; outside contractors are called after obtaining owner authorization, except in the case of emergency situations.
- **ENSURE PROPERTIES ARE READY FOR NEW TENANTS:** walk thru prior to every move in to inspect rent readiness.
- **CONDUCT MOVE OUT INSPECTIONS:** As tenants vacate properties, BPM will then inspect all units, document all needed maintenance or repairs and inform landlord/owners. With approval, BPM will then proceed with "rent ready" maintenance and repairs.
- **ITEMIZE SECURITY DEDUCTIONS:** BPM will provide a move out report to the property owner; report includes itemization of security deposit refunds.
- **PAYMENT PROCESSING:** All funds collected by BPM on behalf of the landlord/owners will be processed at the first of the month and mailed to or deposited for the property owner.
- **ACCOUNTING:** Landlord/Owners will receive a yearly statement showing rents paid and maintenance expenses for the year.
- **TENANCY TERMINATION AND UNLAWFUL DETAINER ACTIONS:** To terminate tenancies on the owner's behalf as necessary.

We are happy to discuss and provide rate information specific to your property. Please email or call us to talk about contract terms and management rates.