



**Vail
Property Sales &
Management, Inc.**
Fine home sales and management
www.vailpropertysales.com

LONG TERM RENTAL SERVICES

Vail Property Sales & Management, Inc. offers in-house property and rental management service with a discount for customers and clients.

Our intention is to offer a better and more personalized service to our customers who use our service than we feel they can get elsewhere in the Valley from other management companies.

For this we:

- arrange for advertising
- are available for calls 7 days per week
- show the unit to prospective tenants
- negotiate the lease terms
- have the tenant(s) fill out rental applications that require information on residential, employment and credit for the past two years, which we check
- draw up lease agreement
- draw up punch list of property's condition and inventory (signed by tenant)
- email owner and tenant photo documentation of property and condition
- collect one month security and damage deposit or more
- collect first month's rent
- make sure utilities are changed over to tenant's account
- manage repairs and upkeep of unit
- pay for repairs and upkeep out of owner's account
- send net proceeds check and letter of cost breakdown promptly by the 10th of every month

For our customers who are interested in saving money on management fees for year leases, **we offer a 10% management program for year leases** in which we do everything but the last three steps described above. In this program the tenant sends their rent directly to the owner and also calls the owner to report any problems or repairs needed. Our fee for this program is 10% of the gross lease amount.

If you are interested in having Vail Property Sales & Management, Inc. manage your property, please call me and I will answer any questions you may have. **800-320-VAIL or 970-926-5252 or lisa@vail.net**

Lisa Agett