



property management . Welcome HOME



COMPANY OVERVIEW

"There is no place like HOME for all your real estate needs."

WELCOME HOME

Our sales and management team is committed to providing the highest standards of service, quality and performance to all of our owners, clients, and tenants. The Property Management team's focus is on maintaining and creating value in the real property, consistent with the Owners' objectives. These objectives will be achieved by physical inspections and follow-through; owner relations, financial budgeting, lease administration, expense control and risk management. It is our objective to assist you in your real estate transaction, making it easy and worry free, by utilizing prudent planning, real estate expertise, professional ethics, and strong negotiating skills.

Peggy Marcketta | Broker + Owner

Licensed Real Estate Agent since 1996

Licensed Real Estate Broker since 2006

Member of Ventura County Association of Realtors

Member of the California Association of Realtors

Bachelors of Art in Education + Masters of Education

Teacher in PVSD for fourteen years

Ventura County resident since 1983

Todd Hooker | Agent + Property Manager

Licensed Real Estate Agent since 2004

Member of Ventura County Association of Realtors

Member of the California Association of Realtors

Ventura County resident since 1971

Paul Marcketta | Agent + Property Manager

Licensed Real Estate Agent since 1997

Member of VCCAR and CAR

Masters in Systems Engineering

Retired Navy Helicopter Pilot

Ventura County resident since 1983

Jenny Petty | Accounting + Marketing

20 years of experience in commercial & residential real estate

Extensively trained in multiple Property Management software

Ventura County resident since 1983





24/7 ONLINE + MOBILE OFFICES

Many of our services are completed on-line, over the phone, and on-site at the HOMEs we manage and sell. We often take our office "mobile", meeting with our tenants, applicants, and owners at the HOME. We have successfully combined our personalized services with today's technology. Meanwhile, striving to keep our management fees below our competitors, making property management affordable and invaluable to all Ventura County Property Owners. Please feel free to contact us with any of your questions or requests. We welcome ways to make our services personalized to work for you and your property. We look forward to providing you with superior property management services and protecting your investment.

ADVERTISING + MARKETING

color fliers presented at the home + on our **website**

color flier on **Craigslist** . posted every three days

Home is shown by an Agent . appointments + open houses

Realtor.com + **Trulia .com** + **Zillow.com** + **many more**

Ventura County **MLS Listing** (upon request . fees apply)

ONLINE TENANT TOOLS

available rental listings + on-line applications

on-line tenant ledgers + payments accepted

work order requests + correspondence

FINANCIAL REPORTS

we use an industry leader in property management software

monthly owner statements are available on-line anytime

year end financial packets are mailed and available on-line

all reports are securely backed up on-site and on-line

RENT COLLECTION

mailed > to our PO Box

on-line > checks and credit cards are accepted

hand delivered > to any Bank of America or 7-11

MAINTENANCE REQUESTS + QUESTIONS

phone/fax > we monitor our phone system + messages 24/7

email > emails are checked + copied to our cell phones 24/7

emergencies > emergency line + cell phones monitored 24/7



MANAGEMENT MENU

Full Time Management . *first month free*

One Unit | 8% monthly rental income
 Two Units | 7% monthly rental income
 Three Units | 6% monthly rental income
 Apartment Buildings | 4% monthly rental income

NO set up fees + NO hidden fees
new leases = no additional charge
renewal leases = no additional charge
periods of vacancy = no charge

One Time Management

new leases | 60% - one month's rent
 renewals | 15% - one month's rent

Ad Only Service

25% - one month's rent

| | full time | one time | ad only |
|--|-----------|----------|---------|
| Pre move-in inspections + pictures | x | x | x |
| Advertise + market home | x | x | x |
| Show home + complete open houses | x | x | |
| Applicant credit screening + reference investigations | x | x | x |
| Complete Lease paperwork + security deposit billing | x | x | |
| Move-out inspections + pictures | x | | |
| MLS Listings <i>(if outside agent brings in renter, additional commission is applicable)</i> | x | | |
| Handle all tenant calls emergencies and routine maintenance | x | | |
| Electronic Monthly owner statements and distributions | x | | |
| Year-end Financial Packets | x | | |
| IRS & FTB reporting: 1099MISC and 592 forms | x | | |
| Accounts Receivable on-line rental billing and collection | x | | |
| Accounts Payable HOA, mortgage, insurance, property taxes, etc. | x | | |
| Property inspections repair and maintenance | x | | |
| File and maintain Homeowners Association paperwork | x | | |
| Delinquency monitoring/control, including evictions + legal proceedings | x | | |
| Monitoring lease expirations; negotiate and promote renewals | x | | |
| Periodic review of all rental agreements to ensure highest rates attainable | x | | |
| Security deposit reconciliations and interest free account maintenance | x | | |
| Maintain complete digital and paper files <i>(backed-up via onsite+offsite servers)</i> | x | | |
| First Month's Service is FREE | x | | |
| Additional services available - individually tailored to the client's needs | x | | |