

## Property Management Staffing Questionnaire

Property Management Contact Info	
Company Name:	
Manager Contact:	
Phone / Fax:	
Address:	
Email / Website:	
Basic Costs	
Monthly Rate:	
Cost for filling Vacancies:	
Lease Renewal Fees:	
Incidental Charges:	
Important Company Information	
How many properties they manage?	
How many managers work at the company?	
What specific areas they focus on?	
How long have they been in business?	
Do they manage their own properties or just those others?	
Do the managers have any Professional Designations? (NARPM, IREM)	
Assorted Management Information	
Does the company use email? (A MUST!)	
Will manager give their cell number to you?	

Can I terminate management agreement early if it isn't working out properly?	
Does the company do sales and brokerage?	
<b>Maintenance Issues</b>	
Does the company have their own maintenance crew or handyman?	
How much do they bill out for maintenance?	
Can they handle all types of repairs?	
Will they bill tenants if they are the cause of maintenance issues?	
What happens if they can't handle a maintenance issue?	
Do they have outside contractors that they work with?	
What is the max that they will spend on repairs without contacting me?	
Can I use outside contractors of my choice? Is there a charge for that?	
<b>Statements &amp; Finances</b>	
When are statements sent out?	
Are monthly statements sent out?	
Are year end statements sent out?	
Are 1099's sent to owner?	
When are checks sent out?	
What kind of accounting system do they use?	
Can the company pay my bills? Which ones?	

Evictions	
How much do evictions cost?	
How does the company handle evictions?	
Landscaping / Yard	
How much does it cost to cut lawn? How often do they cut?	
Does company do landscaping?	
Do they handle snow removal?	
Reserves	
How much money in reserves does the company require?	
Advertising	
Where will the company advertise my units? (Craigslist? Paper? Lawn Sign?)	
What are the costs associated with advertising?	