



At Circle we provide you complete professional property management services. Our management goals are centered on the core foundation of asset management principles and our services include the following:

#### Management Services:

- Billing
- Rent Collection
- Bank Deposits (Electronic)
- Bill Payments for mortgage, utilities, insurance, property taxes, HOA fees
- Book Keeping
- Monthly, quarterly, and annual reports
- Resident Agent services
- Tenant Correspondence
- Document Filing

#### Leasing Services:

- Property Advisement and marketing
- Responding to property inquiry's and questions
- Scheduling and conducting property viewings
- Taking leasing applications and application fees
- Performing background and credit checks
- Collecting security deposits and 1st month rents
- Tenant selection recommendations, drafting and executing your Leases
- Conducting Move-in, Move-out Walk through with tenants
- Property disclosures and compliance
- Issuing Keys and maintaining office key

#### Eviction Services:

- Issuing eviction notices
- Filing for evictions with court house (the filing fee is a cost of the property owner).
- Appearing in Court representing the property owner.
- Filing for the tenant to vacate the property with the Sherriff department.
- Identifying and scheduling the eviction labor to move the tenant out of the property, required by the sheriff department. *The Sherriff will not appear until the move out crew is on the property grounds. Coordinating with the collection agency to collect a portion of past due rents.*

#### Maintenance Services

- Identifying alternative maintenance contractors
- Obtaining maintenance bids
- Scheduling and managing unit turnovers
- Scheduling and managing property maintenance
- Inspecting contractor work
- Contractors payment at the owners approval

