



Monday, November 19, 2012

Dear Future Client

Thank you for contacting Circle Property Management for your property management needs. We can provide you complete management services during your absence whether temporary or permanent we will be **your local resource and caring professional.**

We specialize in evaluating and delivering personalized, cost effective solutions for our clients, taking care of all aspects of screening for quality tenants, accounting for all expenses, payments and maintenance so you don't have to worry.

Circle screens potential tenants for credit, criminal backgrounds, and utilizes a national rent verification system to validate their ability to pay the full term of the lease. We will be the tenant's resource for all questions and maintenance all the correspondence will be handled by Circle including the collection of rents and payments to you.

And when it comes time to file your taxes we provide your tax form 1099 and a yearend statement outlining all the expenses and income as well as depreciable improvement on an easy to read report to simplify your tax preparations.

I wish to thank you for your consideration and please feel free to contact me anytime.

Sincerely,

Eric Guggenheimer  
Property Manager, President  
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Circle Property Management, LLC  
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703-349-0144 Fax: 703-349-7822  
[www.circlepropertymanager.com](http://www.circlepropertymanager.com)





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



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## TENANT SCREENING REPORTS

One of the most important aspects of placing a tenant is to validate their application for accuracy and verify their ability to pay the lease for its full term. The tenant screening process includes a Credit Check, Criminal Background Check and National Rent Verification using a national database of tenants which may have derogatory rental histories. Below are examples of the reports that Circle Property Management uses to verify potential tenants.

### Example Credit Report



### TransUnion Credit Report

Baacommon Olga

File #: 2318 Date: 11/7/2010 3:44:39 PM

Reported: 11/7/2010

SSN: XXX-XX-0413

Date of Birth: 7/15/1975

Address: 24 Linden

City/State/Zip: Fantasy Island, IL 60750

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#### Report Summary

Tradeline Overview		Account Status		Credit line Information	
Total:	23	Accts Paid:	4	Credit Limit:	\$7,900
Current:	23	Current Past Due:	0	High Credit:	\$262,195
Unrated:	0	Total Past Due:	\$0	Real Est. Balance:	\$103,361
Current Neg.:	0	Day 30:	13	Rev. Balance:	\$10,039
Historical Neg.:	4	Day 60:	0	Installment Balance:	\$26,630
Oldest Trade:	8/31/1998	Day 90:	0	Available Percentage:	0%
		Account Balance:	\$140,030	Inquires:	7
		Monthly Payment:	\$2,467	Past 6 mo.:	2
		Collections:	0	Public Records:	1

#### Score

Scoring Model: FICO Risk Score, Classic 08

Score: **653**

Reasons affecting score:

- (040) Derogatory public record or collection filed
  - (010) Proportion of balances to credit limits is too high on bank revolving or other revolving accounts
  - (014) Length of time accounts have been established
  - (013) Time since delinquency is too recent or unknown
- No alert information is found in the file and/or inquiries do not impact the credit score



## TENANT SCREENING REPORTS

### Example Criminal Background Check

It's rare to find a tenant which has a criminal record but it's an important part of the process to avoid potential problems. We always run a background check.

#### Nationwide Criminal Super Search

##### **Identifying Information** *Criteria: Exact Last and First Name, Exact DOB*

Name: DONALD FAKE	Gender: Male
Height: N' NU"	Weight:
Hair:	Eyes:
Race: Caucasian	



##### **Location of Record**

County: Multnomah	State: OR
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##### **Notes**

Note Type: CUSTODY

Note: CUSTODY DATE: 01/12/1973 CUSTODY FROM: MARION COUNTY COMMUNITY CORRECTIONS DISCHARGE DATE: 09/09/1974

Note Type: CUSTODY

Note: CUSTODY DATE: 11/17/1975 DISCHARGE DATE: 01/11/1977

Note Type: CUSTODY

Note: CUSTODY DATE: 03/14/1979 DISCHARGE DATE: 10/29/1981

Note Type: DEMO

Note: \*\* THIS CASE IS NOT AN ACTUAL CASE AND IS FOR DEMONSTRATION PURPOSES ONLY \*\*

##### **Inmate Records**

Inmate ID: 1	Admission Date: 01/12/1973
Release Date: 09/09/1974	Release Reason: PAROL DISCHARGE PAPER REQ'D.
Facility: OREGON STATE PENITENTIARY	Sentence:
Minimum Sentence:	Maximum Sentence:
Inmate Note: ADMISSION FROM LOCATION: MARION COUNTY COMMUNITY CORRECTIONS CURRENT STATUS: INMATE	

Inmate ID: 2	Admission Date: 11/17/1975
Release Date: 01/11/1977	Release Reason: PAROL DISCHARGE PAPER REQ'D.
Facility: OREGON STATE PENITENTIARY	Sentence:
Minimum Sentence:	Maximum Sentence:
Inmate Note: PREVIOUS STATUS: DISCHARGE ADMISSION FROM LOCATION: MULTNOMAH CENTRAL OFFICE CURRENT STATUS: INMATE	

Inmate ID: 3	Admission Date: 03/14/1979
Release Date: 10/16/1980	Release Reason: PAROLE - PAROLE ORDER REQUIRED
Facility: OREGON STATE PENITENTIARY	Sentence:
Minimum Sentence:	Maximum Sentence: