



Key Realty Property Management

dba Key Property Management

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OVERVIEW OF SERVICES

OUR MISSION

Key Property Management constantly strives to create a winning experience for our tenant clients. To afford our tenants the best possible living environment, we seek quality homes throughout the Las Vegas Valley in the most desirable locations. As our company grows, we will continue to use sound business practices, maintain solid fundamentals and always put our clients' interests first.

At Key Property Management, our commitment is to create winning experiences for the tenant, the property owner and the property manager. We carefully construct each program so everyone benefits! Regardless of your current credit situation, we have a program that's right for you.

In business since 2001, Key Property Management is a successful property management firm that has managed thousands of lease relationships.

LEASING

Our experienced team of leasing professionals is constantly aware of current market conditions. With the high volume of calls generated from Key Property Managements aggressive marketing strategies, the leasing team strives to rent your property in the shortest time possible and secure a minimum of a 12 month lease.

Key Property Management uses a thorough six point tenant screening process which enables us to find quality residents for your property. The background check not only includes credit history but also criminal, landlord, eviction, and sexual predator history. Key Property Management follows the guidelines of the fair housing laws and we do not discriminate against any applicant, tenant, or individual based on race, creed, color, religion, national origin, handicap or familial status.

Our rental agreement is a comprehensive 7 pages that has been developed over the years to include effective clauses that protect both the owner and tenant. In addition, all required disclosures are made to ensure compliance with legal requirements. We can also transfer your existing resident to our lease agreement if applicable.

Key Property Management requires a minimum security deposit equal to one months rent. In addition, with your approval there is an additional \$300 per pet deposit.

ACCOUNTING

Key Property Management understands the importance of financial success through investment properties. Through the use of our state-of-the-art accounting software, we ensure our owners accurate and efficient accounting and record-keeping including:

- Comprehensive financial accounting and analysis solutions
- Accurate budgeting and forecasting
- Real-time on demand property reports
- Management of all security deposit accounts and records
- Monthly and yearly income and expense statements
- Complete year-end income property tax record

MAINTENANCE

The primary function of Key Property Management is to ensure all of our client's properties are maintained. As we expect and demand that the tenants pay their rent on time, the tenants expect and deserve that maintenance concerns are addressed timely, completely and professionally.

- Key Property Management maintains a 24 hour a day, seven days a week emergency maintenance system.
- Emergency repairs, including fire, flooding, lack of HVAC in the winter and summer or other issues that would impair the habitability of the property are addressed immediately.

Therefore, owners will be required to maintain a \$300.00 operating reserve.

ADVERTISING

Key Property Management handles all advertising, marketing and promotion of your property. This includes marketing your property through newspaper, multiple listing service, mailers and heavy internet advertising. Our yard signs also generate visibility and additional lead generation. The approximate cost of advertising is between \$40-\$45 per week.

We are one of the only property management companies in the valley to specialize in luxury properties. Through our comprehensive marketing program we target the groups interested in these higher end homes and condominiums. We advertise these properties on the same venues as our other homes and units, but also include direct mail magazines advertising to specific higher income individuals for greater exposure.

RENT COLLECTION

Our rent collection policies are fair but firm. We take quick action should delinquencies occur. Your tenants answer to Key Property Managements professional Property Managers. When firmness is required, you are spared uncomfortable confrontations and time-consuming follow-up as we are your indiscriminant third party.

Tenant lease payments are due on the first of every month; however, there is a grace period until the 3rd due to state and social security checks.

Rents collected are processed by our property management team and are delivered to the property owner each month, along with an itemized property statement, this typically is mailed between the 10th and 12th of every month.

OUR FEES

There are NO hidden fees with Key Property Management.

View our fee structure below:

- 10% Monthly management fee
- \$45 Per week marketing fee includes all newspaper/print and internet advertising.
- \$300 One time administration fee, you are never charged this fee again.
- \$150 Annual account lease renewal fee, if the tenant renews for an additional year.

At times there is a leasing commission paid by the owner after the property is leased. This referral commission varies from \$300 and up, it is paid to the brokerage of the referring agent that found and showed the property to the tenant through the multiple listing service.

In order to get everything started we do require a \$200 reserve deposit that will remain in your operating account for any emergency repairs or other expenses after the rent payment has been. This is not a fee and is returned to you upon termination.

ADDITIONAL SERVICES AVAILABLE

Key Property Management is a full service real estate brokerage firm with referrals available. We specialize in residential and commercial property management. We have a complete sales and leasing staff to help with any of your real estate needs. We offer referrals to loan, escrow, title companies and general contractors. The additional costs of these services are not included in the monthly management fee and individual prices would be established by each company.

If you have any additional questions please do not hesitate to contact us at contact@keypm.com or 702-914-6567. Thanks!