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OCPM PROVIDES:

Reasonable Fees

Our fees are surprisingly simple and very reasonable. You pay nothing until your property is leased. After your property is leased, we charge a rental/lease commission (first month only) and a percentage of the monthly collected rents for ongoing management of the property. There are no other charges.

Property Preparation and CMA

We will meet you at the property to give you our suggestions as to what repairs and maintenance will need to be performed prior to putting your property on the market. We can supervise repairs using either your vendors or our own, whichever meets with your needs and approval.

We will also perform a CMA (Comparative Market Analysis) to determine the rental value of your property based upon current conditions. You will receive a complete written analysis based upon recent rentals of comparative properties in the area.

Marketing

Once the rental property is ready to show and you have approved the amount of rent to be charged, we digitally photograph the property to document its condition. We then begin the marketing process.

Tenant Screening

As prospective tenants apply, we perform the screening process and provide you with the results.

Property Inspections

Once you have selected a tenant, we perform a pre move-in inspection with the tenant and document (both by photograph and written inspection agreement) the condition of the property. We also collect the first month's rent and security deposit in the form of a cashier's check prior to the tenant moving-in and we collect signatures on all necessary disclosures and rental/lease agreements.

Property Maintenance and Repair

During the tenancy, we coordinate required maintenance and repairs which you have authorized, using either our vendors or yours. The costs of these repairs are either collected from the tenant (if the tenant is responsible) or can be paid out the rental proceeds.

Collection, Payments, and Reporting

Each month we collect the rent payments for you, subtract the costs of repairs and our management fee and remit the difference to you. You can also make arrangements with us to pay the reoccurring costs of your property such as HOA dues, insurance, etc. Each month you will be provided with an accounting of the income and expenses you have authorized for your property. We also provide year end reporting and 1099s as may be appropriate. In the event the rents are not paid on a timely basis, we will (with your authorization) initiate the appropriate actions to collect the rents and/or to evict the tenant.