Property Management Name & Personal Info:

**General Questions**

1. How many properties do you manage? How long have you been managing properties? Of these properties what is your occupancy/vacancy rate?
2. What methods do you use to advertise the property?
3. On average how long does it take you to fill a vacancy?
4. What is your tenant screening process/guidelines?
5. Do you have an online portal? How often will I receive reports? Do you have a sample one I may view?
6. Do you send out checks or use ACH transfer?
7. Are you insured for General Commercial Liability and Errors & Omissions?

**Fees Questions**

1. What is your monthly fee? Do you charge a flat fee or a percent of rent?
2. What is the charge for signing a new lease?
3. Do you charge a lease renewal fee?
4. If the property is empty, do you charge the monthly fee?
5. Do you charge to file an eviction? If so, how much do you charge?
6. What is the average eviction cost & time in this area?
7. Do you charge to turn on utilities?
8. Do you have an in-house maintenance crew or do you contract out? Is work billed to me at cost or cost plus your additional fee?
9. Do you require that any contractor/vendor you use be licensed/bonded/insured?
10. After a tenants lease is up do you just let it switch to month to month? Or do you renew the lease? And what is the fee for this?
11. What are the typical court charges for evictions? And how long does the eviction process take in here?
12. Agent will obtain prior approval of Owner for any item(s) or service in excess of $\_\_\_\_\_\_\_\_\_\_\_\_, what do you suggest this amount be for this property?

**Picture & Video Questions**

1. How often do you perform interior and exterior inspections?
2. Do you take before & after pictures of repairs?
3. Do you do any type of video documentation? Maybe tenant move in/move out condition etc?

**Other Questions**

1. What unit mix do you have the most demand for in your area?
2. What parts of town should I stay away from?
3. Do you own rental properties of your own in the area?
4. Do your handymen/contractors give you the scoop on what’s going inside a property (mini-inspection) when they do service calls?