

## Mission Statement

Our mission is to enhance the value of every property we manage while providing personalized, friendly and professional service to both our clients and customers by building strong relationships, utilizing technology, implementing effective marketing strategies and following consistent systems.



**Teresa Crocker**  
DRE Lic # 01712159  
Property Manager



**Laura Starr & Dennis Amick**  
DRE Lic # 01270262 & 00429870  
Realtors and Broker Owners

## NOTES

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OPEN 7 DAYS A WEEK EXCEPT NATIONAL HOLIDAYS

*Exit Realty By The Sea*  
*1020 S. Seaward Avenue*  
*Ventura, CA 93001*  
*Corner of Seaward & Pierpont*

[www.ExitRealtyByTheSea.com](http://www.ExitRealtyByTheSea.com)

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## *Property Management*



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## **HANDS ON MANAGEMENT**

- Show the property
- Periodically inspect all properties
- Collect rents
- Deposit rents received into company trust account
- Pay outstanding invoices
- Provide excellent service
- Answer all tenants' phone calls and address concerns
- 24/7 Emergency phone number

## **MONTH END SERVICES**

- Provide concise and easy to read monthly financial statements
- Provide timely year end statements

## **RISK MANAGEMENT**

- Carefully and thoroughly screen potential applicants
- Determine and request realistic security deposits
- Enforce strict rental collection policies
- Follow up on delinquencies to collect any overdue rent
- Provide prompt attorney assisted unlawful detainer and eviction procedures when necessary
- Appear in court on all evictions
- Prepare & serve all tenant notices

## **IF THERE ARE VACANCIES**

- Write ads and submit to news paper when necessary
- Internet Marketing
- Install a professional for rent sign
- Receive rental applications
- Screen all applicants' credit reports
- Verify employment
- Verify former landlord information
- Obtain proof of income
- Collect security deposit and rent
- Consult with you on choice of tenant
- Execute rental agreement
- Provide tenant with required disclosures forms and booklet mandated by State of California

## **UPON TERMINATION OF TENANT OCCUPANCY**

- Compare move out condition with move in condition of unit
- Determine tenant damages and deduct from security deposit
- Provide former tenant with itemized statement of disposition of deposit as required by state law
- Coordinate necessary repairs with trade professionals

## **VACATION RENTALS**

- Photograph property
- Internet Marketing
- Provide property lists for walk-ins
- Collect deposits and rents
- Handle tenant complaints expeditiously
- After hours emergency call service
- Compliance guidance to local ordinances
- Property professionally cleaned after customer check-out
- Cleaning services' work inspected
- Determine tenant damages, if any & deduct from security deposit
- Coordinate necessary repairs with trade professionals
- Consult with you on repairs

## **IS IT TIME FOR A CHANGE?**

We appreciate your consideration and look forward to the opportunity of managing your rental properties!



**Exit Realty By The Sea  
Property Management  
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