


Windermere
Stanwood Office

Property Management

Thank you for your interest in Windermere Property Management Services. We provide placement only, or placement plus management of your rental property. All placements comply with the Fair Housing Act and Landlord/Tenant Act.

Placement Only:

1. List your property with NWMLS and place in on the Windermere web site and craigslist
2. Advertise in the local newspaper.
3. Show the home to interested parties.
4. Provide application forms to potential tenants and process them through ORCA Information a tenant screening company. This provides a credit report, verification of employment, rental references, and a background check. The potential tenant pays the screening fee.
5. Notify you of the screening results and include you in the acceptance process.
6. When applicants are accepted, we write the lease, check the tenants into the home with a written report of property condition supported with photos. Copies of this report will be provided upon request.
7. Collect all monies and disperse to proper parties.

Placement fee for the above services is equal to one month's rent.

Placement Plus Management:

In addition to above services with placement plus management we also:

1. Collect rents and deliver late notices, if necessary.
2. Notify you of any necessary repairs and take care of obtaining the required service, and send a copy of the billing for your records.
3. Forward rent proceeds minus expenses and management fees to you or direct deposit the funds to an account of your choice.
4. Drive by the property from time to time to make sure tenants are maintaining the property. We also do interior inspections upon request with proper notice to tenants.
5. At the end of each year, you will receive an IRS Form 1099-Misc., with a full accounting of income/expenses.

Management services fees are 10% of the monthly rent each month.

Lease extensions: Half of one month's rent will be charged to prepare, negotiate and process Rental/Lease Agreements between the owners and tenants.

Feel free to call Windermere Property Management in Stanwood should you have any questions or would like to take advantage of our services.

Thank you,

 

Keith Bjornethun & Aileen Sherrodd
Windermere Property Management

Windermere Real Estate/CIR