



**Tucson Realty & Trust Co.**  
**Management Services, L.L.C.**

## **PROPOSAL FOR PROFESSIONAL PROPERTY MANAGEMENT**

**Call Our Rental  
Hotline Today  
*520-327-0009***

**View Rentals On  
Our Website:  
*www.trtmanagement.com***

**Email questions to:  
*rent@trtmanagement.com***



## EXECUTIVE SUMMARY

Tucson Realty & Trust Co. Management Services, L.L.C. dba TRT Property Management Services is a Tucson, Arizona based multi-faceted property management and consulting firm. Tucson Realty & Trust Co. Management Services, L.L.C has **over 100 years of experience** in adding value a wide variety of real estate investments, including single-family homes, multi-family apartment communities, homeowner and condominium associations, and industrial and commercial assets.

Tucson Realty & Trust Co. Management Services, L.L.C. is a wholly owned subsidiary of Tucson Realty & Trust Co., also headquartered in Tucson. Tucson Realty & Trust Co. has been in business since 1911, actually becoming incorporated the year before Arizona even became a state, making it Arizona's oldest real estate firm.

Tucson Realty & Trust Co. Management Services, L.L.C. is comprised of real estate professionals dedicated to the property management industry. Our "hands-on" style of management emphasizes expense containment, aggressive marketing, and maximizing long- term value.

Tucson Realty & Trust Co. Management Services, L.L.C. has a goal of consistently providing our clients with outstanding property performance, thereby maximizing property values, cost-effective operations, and timely reporting. We are dedicated to exceptional performance in all areas of management, to continually expanding the variety of services available to our customers, and to effectively achieving the individual goals of current and future clients.



## PROPERTY MANAGEMENT SERVICES

Tucson Realty & Trust Co. Management Services, L.L.C. provides full-service property management. Our staff of professional property managers is experienced in operating a wide range of properties including:

- ***Single Family Homes***
- ***Commercial***
- ***Conventional Apartments***
- ***Industrial***
- ***Homeowner Associations***
- ***Receivership***

Tucson Realty & Trust Co. Management Services, L.L.C.'s management techniques are developed and tested to produce the most advantageous bottom-line results for our clients. Our team of professionals has the skill and experience required creating a positive impact in varied market conditions and for diverse property types.

Timely and accurate reports are utilized as a tool to both monitor and improve property operations. Tucson Realty & Trust Co. Management Services, L.L.C.'s standard monthly owner reporting package includes various financial and operational information. However, customized reporting packages, designed to meet the needs of each individual client are always available, as well as special periodic reporting requirements.

***Our staff is available on a 24 hour, 7 day a week basis to handle any after hour emergency in a timely manner.***



## **MANAGEMENT PHILOSOPHY**

### **MANAGEMENT PHILOSOPHY**

Through professional management, establish and implement a long-range action plan that will enhance the value of your home while maintaining control over operating expenses.

### **COMMUNICATION**

Tucson Realty & Trust Co. Management Services, L.L.C. works to achieve a thorough understanding of the circumstances of ownership and its needs. This leads to the identification of quantifiable goals, strategies, and action plans for the optimum management of the task at hand.

### **GOAL SETTING**

Our goal setting recognizes where we are today and where we want to be in the near, mid and long-term future with a particular property or issue. It sets a plan for ownership and provides assurance that there is a highly directed program in place that is result oriented and founded in fact.

### **PREVENTATIVE MAINTENANCE**

Develop and implement preventative maintenance programs to reduce unexpected break-downs and increase life of components. An example would be to do a "preventative maintenance" on the air-conditioners in spring and the heaters each fall including a filter change.



**LISTED BELOW ARE SOME OF THE SERVICES WE PROVIDE FOR YOU:**

- Coordinate improvements to property to make it marketable.
- Market your property for rent.
- Establish income flow for property.
- Receive and record all income.
- Disburse funds as necessary, within limits of the management agreement.
- Provide monthly income and expense statements detailing any transactions. We will, if so directed, make payments relating to the property.
- Arrange for and make contracts with utility companies and/or service contracts. Repair and maintenance costs are moderate due to our volume of business.
- Inspect the exterior of the property periodically and report to the Owner.
- Screen all prospective residents by obtaining a credit report. Every effort is made to secure the most desirable resident possible for your home.
- Take appropriate legal action on delinquent rents.

**WE DO HOPE YOU WILL CONSIDER TUCSON REALTY & TRUST CO. MANAGEMENT SERVICES, L.L.C. FOR THE MANAGEMENT OF YOUR HOME.**



### **ADVERTISING**

If you wish to advertise in our local paper, a fee of **\$150.00** is requested, so that we may advertise your property. Any unused portion is returned to you. All ads are placed with the Tucson Daily Star in the Sunday newspaper. If desired, we can place a "For Rent" sign on the property. The cost is \$35.00. Clients may also view our Website for our available rental properties. Our Website address is <http://www.trtmanagement.com>. We also maintain an in-house rental book at no charge to prospective clients and advertise all properties online. On Friday, we publish a handout, which lists our available properties by area. This handout is mailed to various real estate representatives in the Tucson area.

### **MAINTENANCE**

Your manager will secure the prior approval on all expenditures in excess of **\$300.00** with the exception of an after-hour emergency such as no cooling/heating, plumbing emergencies, broken water line, etc. Our staff is available on a twenty-four hour seven day a week basis.

### **CANCELLATION AND PROPERTY SALES**

Tucson Realty & Trust Co. Management Services, L.L.C. requires **all** vendors be bonded and insured. A Vendor Certification packet is sent to prospective companies and they must meet our requirements before we utilize their services.

Tucson Realty & Trust Co. Management Services, L.L.C. is a full-service firm. In the event you should decide to sell your property, we can assist you by providing a comprehensive market analysis of your property at no charge. We will help in the transition from renting the property to selling. We will provide you with a list of fully qualified sales agents for you to interview.

In the event it is necessary to cancel your Management Agreement, a fourteen-day written notice is given and the agreement will be canceled. A cancellation fee of **7-1/2%** for the remaining months on any existing lease may be charged. It is important to discuss your property needs with your property manager for assistance in this process.

### **KEYS/PROPERTY VIEWING**

Keys will be issued under a key checkout policy for property viewing. Locks will be changed with each new resident with that cost being passed along to the Owner.

### **SUPPORT STAFF**

As part of our commitment to service, we provide a support staff to assist in the care of your property. Our Leasing Consultant will answer any details of advertising, coordinating and relocating prospective residents with property needs, etc. Secretarial/support staff assists the managers in the important detailed paperwork, answers calls for maintenance and relays information to the managers while they are out of the office. The support staff is an integral part of our commitment of service to you.