

COMMERCIAL MANAGEMENT/LEASING COMPANY FOR CCAR HERCULES CONDO

GENERAL CRITERIA:

- Reputable
- Experienced
- Fully licensed and insured
- CCAR member preferred

MANAGEMENT:

- Reasonable monthly flat rate
- Tenant communication (*preferably 24 hour/emergency calls as well*)
- Rent, security deposit, late fee, and other tenant collection
- Detailed automated accounting with CCAR access to monthly/annual reports
- Interior inspection at least once annually with report to CCAR
- Preparation and service of routine notices
- Supervision and bidding of necessary repairs/remodeling approved by CCAR.
Must use properly licensed contractors with required permits. Coordinate vendor communication and payments.
- Unit government requirements (*business license, fire extinguisher and sprinklers, etc.*)
- HOA compliance, communication, and dues payment
- Lease renewal negotiation and preparation subject to CCAR approval
- Lease oversight and enforcement

LEASING:

- Reasonable percentage or flat fee for unit turnover
- Move-out inspection
- Security deposit accounting and refund
- Supervision and bidding of necessary repairs/remodeling approved by CCAR. Must use properly licensed contractors with required permits. Coordinate vendor communication and payments.
- Sophisticated and 1st class marketing and advertising
- Vacancy utility management
- Lock and key management, with current access key(s) always provided to CCAR

MORE INFORMATION:

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