



RENTAL MANAGEMENT PROCESS

Porter Brauen Property Management is a customer service oriented company specializing in the management of condominiums and single family homes.

We provide full service property management at competitive rates. We handle tenant complaints, all necessary paperwork and rent collection, so you do not have to.

INITIAL MEETING

Porter Brauen Property Management will meet with you to go over the management contract, expectations and the overall rental process. We will also provide a Rental Analysis to give you a feel for what your competition looks like. This will be helpful in setting a competitive price point. From there, we will talk about marketing, availability dates and what is needed to get your place move in ready.

MAKING THE PROPERTY MOVE IN READY

Once you have committed to working with us, we will create a timeline for necessary contractors and cleaners. The unit needs to be clean and presentable for upcoming showings.

MARKETING

Porter Brauen Property Management has an effective marketing strategy that utilizes all free marketing resources. Each property is marketed through an individual web page that is advertised on over 10 National rental sites. We post on Craigslist daily and provide every possible tenant a unit flyer with property information, pictures and pricing details.

SCREENING APPLICANTS

Finding the right tenant is one of the most important aspects of property management. Once we receive an application, we process it using a third party screening company. They thoroughly check and verify the applicant's rental reference, employment, credit and criminal records.

TENANT MOVE-IN

Once approved for move-in, we require the tenant to sign an Execution Agreement and pay the deposit. This is a written commitment by the tenant to move in on the agreed upon move in date or they forfeit the deposit. We then prepare the lease paperwork, schedule a move-in appointment where we explain the lease agreement in detail as well as go over rental policies and procedures. Last we document a move in walk through with the tenant.

ONGOING MANAGEMENT

We make communication a priority with both property owners and tenants. We update each owner with necessary information and always respond to questions within a timely manner. We aim to continuously provide superior customer service, fast and effective maintenance response and a friendly smile.

We utilize the best team of reliable and affordable vendors who are ready at a moments notice. Should any emergency issues arise, we provide 24/7 emergency contact.

TURNOVER

After meeting with the tenant and performing a move out walkthrough, Porter Brauen Property Management will provide you with a turnover assessment. We will work with you to determine what maintenance work needs to be done and schedule appropriate vendors. We will process the move out accounting and charge the tenant accordingly.

OUR GOAL

Our goal at Porter Brauen Property Management is to free you from the day-to-day management tasks while feeling confident that your property and tenants are getting the care that is needed.

With a strong management company, you can enjoy the benefits of being a property owner without having the headaches that sometime accompany the management of your investment.

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