



Lepi & Associates

Real Estate Services 

101 W. Dave Longaberger Ave.
Dresden, Ohio 43821
1-800-976-9181

Dear Prospective Client,

Thank you for contacting us for information regarding the services we provide. Enclosed you will find our new client management package which will provide you with all the information you need about our company and the services we offer.

Lepi & Associates Real Estate, LLC is a full service Property Management and Real Estate company which has been serving Muskingum County and vicinity for over 30 years. We currently manage a variety of property types.

As a full service property management company, we offer complete property management services. All of our services are provided at one low monthly fee based on gross receipts with no hidden costs or charges.

Each of our Property Managers are licensed Real Estate Agents who are knowledgeable, professional, prompt and courteous. As experienced real estate professionals we understand that your property is a valuable investment. With that in mind, our primary goals are to:

Maximize Cash Flow – We are committed to maximizing your income by obtaining the maximum amount of rent possible according to current market conditions.

Minimize Vacancy Period – We are committed to minimizing the time that your rental is not generating income by creating and implementing a marketing plan that will focus on getting your property rented as quickly as possible. In addition, we do not charge for periods of vacancy.

Protect Your Investment – We are committed to protecting your investment by conduction thorough tenant screenings and vendor verifications.

DoThe Work for You – We are committed to providing you with full service management by handling everything on your behalf so you can spend more time doing the things you enjoy!

Please review the enclosed management package and call us at 740-754-2635 if you have any questions or concerns. We hope that we can be of service to you and we look forward to hearing from you in the near future.

Sincerely,

Andrew Ankrum, Property Manager
Lepi & Associates, LLC

Lepi & Associates, LLC

PROPERTY MANAGEMENT SERVICES

Lepi & Associates, LLC are committed to fulfilling all of your property management needs. Below is a list of services included in our full service management package. If there is a service you are interested in but cannot find it listed below, please call us at **740-754-2635 or 740-754-1162**. Our services can be tailored to fit any owner's needs.

Property Management Services "What we do..."

- List the property on our multiple listing service (MLS) this gives all Realtors access to the rental listing (this is why we use a lock box on vacant property) Also by putting it on our MLS it is picked up by Homes.com, Realtor.com and several other web sites. We also pay any other Realtor a commission that would bring us a tenant. (This is from our fee that we would receive, not an additional cost to the owner.)
- We will show the property, process applicants - do a preliminary scan of their application to see that they qualify - we use a basic 4 - 1 ratio on income to monthly rent. (I.e. monthly rent of \$400 we like to see a weekly gross income of at least \$400). We then will run a credit and back ground check on all adults that will be living in the property. We run our reports through CBCInnovis and have a Report Reference Guide attached for your review, if desired. This is not at a cost to the property owner, the applicant pays for this.
- Also, all adults must be named on the lease.
- Once we have a tenant that meets our guidelines, we will contact the owner to make sure that they are ok with the applicant.
- Process the lease agreement and other docs (i.e. agency disclosure, lead base paint, damage clause sheet - copies of all can be provided). We have a standard lease that is adjusted to fit the property or if the owner has a lease that they want us to use, we will review it and make sure that it is in alignment with our requirements and use their lease. The home owner will review and sign the lease prior to it being signed by tenant(s).
- Tenant will pay the first month's rent and security deposit = to the first month's rent. If we are to continue to manage the property, we deposit the SD into a trust account for disposition at time of vacancy. If not, the SD is returned to the owner then the tenant will look to the owner for the disposition of the security deposit at time of vacancy

- Pet Policy – The decision to allow a pet on the property is entirely up to the owner. We usually recommend that the tenant pays a non refundable pet deposit of \$200 per pet. This deposit is for the privilege of having the pet(s) on the property and any damage done by the pet, will be deducted from the security deposit.
- Renter's Insurance – We require all tenants to have renter's insurance. Prior to signing the lease the tenant must provide us with a copy of the declaration page of their policy. We also have the home owner named as an added insured to the policy, and list our address so that if they cancel the policy, we get a notification.
- Utilities – Also prior to signing the lease we have the tenants provide us proof that they have transferred the utilities into their name effective the date of move in, with the exception of the City of Zanesville and they require the tenant to bring in a copy of the signed lease for them to transfer it into their name.
- For the above service (securing a tenant) we charge a fee equal to the monthly rental rate.
- Assure that the rents are received and paid out on a timely basis. All rents are due by the first of the month and past due by the 5th. If rents are not received by this date we first call the tenant, if not able to reach via phone we will send out a late notice. If rent is not rec'd by the 15th of the month we will be advising the owner and request action that they would like us to follow. The next step is usually serving the tenant with a three day notice to vacate (that it all that is require by Ohio Tenant laws) If an eviction is necessary we will assist the owner with getting the necessary paperwork together, but the owner has to actually file the eviction.
- We take all maintenance calls and prioritize them as to urgency - water leaks and or health and safety issues are always a high priority. Subject to Owner's direction and approval to arrange or cause to be made all maintenance, alterations and repairs to the property. Owner authorized Manager to effect minor repairs (under \$250). This allows us to be able to make those small repairs without contacting the owner. Any repairs over this warrant a phone call or an email (if this is an approved method of communication by the owner) with an explanation and an estimate. If it is a major repair item, we do try to obtain 2-3 estimates.
- We pay all maintenance repair invoices from the monthly rent (except large ticket items or anything that the monthly rent will not cover.) We then deduct these from the rent and sent the owner the balance, along with a copy of our financial report and a copy of all expenses/invoices for the current month.

- We have trained maintenance staff to give the unit a "once over look" when they are called to the unit for maintenance. If they see something, they immediately alert the Property Manager. We then call for a 24 hour entrance to inspect.
- At the time of vacancy we will do a walk through and compare our notes with the inspection that is done at time of occupancy. We would then prepare the security deposit disposition and send it to the home owner to review and sign prior to sending out any refund or requesting any payment for damages. Also prior to doing this, we check to make sure that water and sewer invoices have been paid by the tenant - these are the only utilities that stay with the property. This is when we will add the services of our maintenance staff to also walk through the property and make notes regarding maintenance, both preventative and normal routine maintenance that might be done.
- For continued management, our fee is typically 10% of the monthly rental rate. The above description is for residential/apartment units. For the most part the same is true for commercial properties, other than the lease. Once the rental rate has been established by the owner and the property manager, we do not change this without permission from the owner.
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- There are always misc. items that will come up with rental properties and these will be handled on a case by case basis.
- Prior to accepting a property into our Property Management (PM) program, we will do a walk -through of the property(s) to determine that it meets our current property condition guidelines. We have included our property condition checklist of all items required for new properties. If it is determined by our staff that there are items that need to be done, we will let you the owner know to arrange or if desired we can arrange for these items to be completed. On vacant properties we might also suggest some upgrades to perhaps be able to get a higher rent or to be able to rent it. We always find that the better the property looks the better tenant we are able to secure and the tenant will take pride in keeping it the good condition, also the monthly rental amount is based on condition. These upgrades would be entirely optional to the owner.

NEW CLIENT MANAGEMENT INFORMATION

Client Information

Last Name	First Name	Middle Name	
Date of Birth	Drivers License No.	STATE	SSN.
PRESENT ADDRESS	CITY	STATE	ZIP CODE
Home Phone	Work Phone	Cell Phone	
Email Address			

Spouse or Client Information

Last Name	First Name	Middle Name	
Date of Birth:	Drivers License No.:	STATE:	SSN:
PRESENT ADDRESS	CITY	STATE	ZIP CODE
Home Phone	Work Phone	Cell Phone	
Email Address			

Utilities: Water & Sewer

<input type="checkbox"/> OWNER WILL CONTINUE TO PAY Account # _____ Account # _____	<input type="checkbox"/> TENANT RESPONSIBILITY/TENANT PAYS Avg. Monthly Bill: _____ Meter # _____
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Utilities: Electric

<input type="checkbox"/> OWNER WILL CONTINUE TO PAY Account # _____ Meter # _____	<input type="checkbox"/> TENANT RESPONSIBILITY/TENANT PAYS Avg. Monthly Bill: _____
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Utilities: Gas

<input type="checkbox"/> OWNER WILL CONTINUE TO PAY Account # _____ Meter # _____	<input type="checkbox"/> TENANT RESPONSIBILITY/TENANT PAYS Avg. Monthly Bill: _____
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RENTAL PROPERTY INFORMATION

Rental Address	City	State	Zip
Nearest Cross Streets			
TYPE: <input type="checkbox"/> Single Family <input type="checkbox"/> Condo <input type="checkbox"/> Townhouse <input type="checkbox"/> Other _____			
IS THIS PROPERTY ATTACHED OR DETACHED? <input type="checkbox"/> ATTACHED <input type="checkbox"/> DETACHED			
HOW MANY STORIES IS THIS HOME/UNIT <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3			
IS THIS UNIT UPSTAIRS OR DOWNSTAIRS? <input type="checkbox"/> Upstairs <input type="checkbox"/> Downstairs			
SQUARE FEET	YEAR BUILT	LOT SIZE	SCHOOL DISTRICT
IS THERE A GARAGE? <input type="checkbox"/> YES <input type="checkbox"/> NO ARE THERE ANY REMOTE OPENERS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, HOW MANY? _____			

ROOMS

Bedrooms: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Living Room: Yes <input type="checkbox"/> No <input type="checkbox"/>	Kitchen: Yes <input type="checkbox"/> No <input type="checkbox"/>
Total Baths: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Full: _____	Half Bath _____
Location of Bath: Main _____	Lower _____	Upper _____
DINING INFO – CHECK ALL THAT APPLY: <input type="checkbox"/> DINING ROOM <input type="checkbox"/> FORMAL DINING <input type="checkbox"/> EAT IN KITCHEN		

APPLIANCES

- REFRIGERATOR DISHWASHER RANGE OVEN (IS THE RANGE) GAS ELECTRIC
 WASHER & DRYER (ARE THE WASHER & DRYERS) GAS ELECTRIC
 MICROWAVE GARBAGE DISPOSAL TRASH COMPACTOR

Check All That Apply

- WHO IS RESPONSIBLE FOR MAINTAINING THESE APPLIANCES? OWNER PROPERTY MANAGER
- IF AN APPLIANCE NEEDS REPAIRED OR REPLACED; ARE YOU THE OWNER WILLING TO DO SO? Yes No

OUTDOOR AREA

PLEASE INDICATE WHICH OUTDOOR AREA(S) THIS PROPERTY HAS:

- BACKYARD - IS THE BACKYARD FENCED? YES or NO

AMENITIES

FIREPLACE? YES NO TYPE? GAS ELECTRIC WOOD BURNING LOCATION _____
LAST TIME FIRE PLACE WAS CLEANED _____
IF SO COULD YOU SUPPLY A COPY FOR OUR RECORDS

FLOORING

CHECK ALL THAT APPLY CARPET LOCATION: _____
 VINYL LOCATION: _____
 WOOD FLOORING LOCATION: _____
 PERGO LOCATION: _____
 CERAMIC TILE LOCATION: _____

HEATING & COOLING

COOLING : CENTRAL AIR CONDITIONING WALL UNIT OTHER: _____
HEATING: CENTRAL FORCED AIR OTHER: _____
DOES THE HOME HAVE ANY CEILING FANS? YES NO IF SO, HOW MANY? _____
LOCATIONS: _____

LEASING INFORMATION

IS THE PROPERTY CURRENTLY AVAILABLE FOR LEASE? YES NO LEASE TERMS: 1 2 MTS 6 MTS MTM

WHAT DAY IS THE PROPERTY AVAILABLE FOR SHOWINGS? ____/____/____
WHEN IS THE PROPERTY AVAILABLE FOR MOVE IN? ____/____/____

MONTHLY RENT: \$ _____ SECURITY DEPOSIT: \$ _____ PET DEPOSIT: \$ _____

ARE PETS ALLOWED? YES NO WHAT TYPE IS ALLOWED? CAT DOG HOW MANY? _____
WHAT SIZE DOG IS ALLOWED? ANY SIZE MEDIUM (20 LBS MAX) SMALL (10 LBS MAX)
ADDITIONAL PET INFORMATION: _____