



Prudential

KNIGHT & GARDNER
REALTY

Let us handle the Details...

Prudential Knight and Gardner Realty offers assistance with managing your property, whether you are a part-time resident or own investment property.

Our **House Watch** service is designed to put your mind at ease with confidence that someone is watching over your Keys residence while you are away. From forwarding the mail to storm preparations, overseeing landscaping or pool service, even preparing your house for your welcome back, you can trust our professional team to care for your home until you return.

Our **Property Management** program is designed for the owner of investment properties for rent. We fully manage, screen and place tenants, collect rents, maintain properties and handle all the details for you.

Please see the reverse side for details of these programs.



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Our Mission

At Prudential Knight & Gardner Realty we take pride in providing superlative real estate management services in the Florida Keys with the utmost professionalism. We excel by maintaining the highest standards of integrity, earning the loyalty of both our owners and tenants. To achieve this highest level of service we are committed to focus on the best interest of our clientele.



House Watch

You are always at home with Prudential's **House Watch**, our customized personal service plan for owners away from home. **End the concern while away. End the headaches on return. Let us manage your worries!**

- ❖ Prudential's **House Watch** service watches, oversees and manages your property 24 hours a day 7 days a week.
- ❖ We are the local and immediate contact for all smoke, fire and security alarm response.
- ❖ We inspect your property (both exterior and interior on a scheduled basis) and provide regular written reports.
- ❖ Find and repair leaks, damage and pests and provide information to help you make an informed decision.
- ❖ Preventative and on going maintenance is scheduled and handled.
- ❖ **House Watch** also oversees landscape, pool and cleaning services and billing, using your vendors, ours or both.
- ❖ Never have mail or news papers overflowing. We accept mail, faxes & packages and forward.
- ❖ We can provide home opening for arrivals (including cleaning, stocking groceries, flowers and starting vehicles) and closing upon departure.
- ❖ **House Watch** can assist in pre-storm preparations and post-storm assessments.
- ❖ Avoid your house looking vacant or abandoned.

Most insurance providers will not insure a vacant seasonal or part time residence unless there is a service such as Prudential's **House Watch** to handle and regularly inspect and manage the property. Our service can help avoid surprises and advise on preventative maintenance. We will help you to keep your property in the best shape possible and protect your investment,

House Watch is affordable... Peace of Mind is priceless! The fees vary depending on the frequency of the house inspection and whether there is an on-going contract and any additional services requested. Fees start at \$125 per month.



Comprehensive Property Management

For the investor who owns property offered for rent Prudential offers full-service property management. The aspects of property management can be complex. We keep owners informed and a part of the decisions we implement while handling the details of their property. We offer a comprehensive program in which we:

- ❖ Meet with the owner and tour the property. During this time establish a realistic rental price based on current rental market information. Discuss the services needed and provided.
- ❖ Advertise the property. Place, proof and reconfirm ad in newspaper edition. Process ad bills for owners.
- ❖ Screen calls to match tenant with property. Answer tenant questions and give information on property, services, schools, parks, shopping, transportation, places of interest and worship.
- ❖ Show property at any and all times as necessary.
- ❖ Process tenant application which includes: current & prior employment current & prior rental history credit check and references criminal & legal background
- ❖ Complete all forms and contracts necessary.
- ❖ Collect SECURITY DEPOSITS and maintain Escrow accounts.
- ❖ Collect RENTS and Utilities as owed.
- ❖ Facilitate City, County & State Licenses and inspections.
- ❖ Monitor monthly services for property such as landscaping and pool services. Interface with utility departments as needed.
- ❖ Make any necessary repairs and improvements for the property after consulting with the owner.
- ❖ Process and pay invoices for monthly services and utilities.
- ❖ Process Rent minus any deductions for services, costs, repairs, etc. each month and mail to owner with a detailed statement.
- ❖ Provide owner with a YEAR END Statement that summarizes monthly activity that can be used for owner's accounting purposes.
- ❖ Keep accurate and timely files on the property such as City and County licenses, inspections, insurance, etc.
- ❖ Be available 24 hours 7 days a week for the owners questions.
- ❖ Handle all necessary tenant questions, repairs, etc. 24/7.



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