

# Schneider Property Management

We could save you 20% or more on property management and maintenance!

Schneider Property Management is your source for expert services in the areas of finance, maintenance and tenant management. Our resources and experience in law and insurance can also prove to be invaluable. When you work with us, we'll provide all the following services as appropriate. Naturally, the cost of services rendered by specialists in particular fields (exterminating, snow removal, law, etc.) is not included in the management fee and will be billed as incurred. Our fee includes initial set-up.

At Schneider Property Management, we pride ourselves on meeting the particular needs of each individual client. As a result we are pleased to create customized management and maintenance plans. Please keep this flexibility in mind as you review the following information.

Finally, we can provide expert assistance if you decide to refinance or sell.

## FINANCIAL SERVICES

Financial services are crucial when it comes to managing an apartment building. There are plenty of issues to keep in mind – and we make a point of never letting any item “slip through the cracks.” With Schneider Property Management’s comprehensive in-house accounting and bookkeeping services, we will:

1. Collect all monthly rent and deposit into the owner’s operating account. Follow up on delinquent rent with owner’s attorney and/or Schneider Property Management’s recommended attorney.
2. For new tenants: Collect all up-front costs in clear funds and deposit into owner’s escrow and/or operating accounts.
3. Maintain a separate non-interest-bearing security deposit account as applicable and as required by law.

4. After a thorough review, pay maintenance bills, mortgage, management fee, insurance, taxes and utility bills from owner’s operating account as applicable.
5. Submit computerized monthly and annual operating statements to the owner along with copies of all bills.

## MAINTENANCE

An ounce of prevention is worth a pound of cure. This is certainly true of keeping a building in good repair. That’s why all of our maintenance personnel (and our qualified sub-contractors) are available to the owner and the tenant at all times. Services include:

1. A 24-hour-on-call maintenance/emergency service. An officer of the company and a maintenance technician are always on-call.
2. Arrange for cleaning, painting, repairs and lock service upon vacancy.
3. Order supplies, fuel, basic services, etc.
4. Arrange exterminating contracts.
5. Savings on the purchase of most items through discounts allowed our company or through competitive and bulk purchasing.
6. Coordinate landscaping service *(if applicable)*.
7. Coordinate bi-weekly dumpster/trash removal service *(if applicable)*.
8. Coordinate snow removal /plowing /sanding /salting service *(if applicable)*.

*“We hired them when we purchased the property 2 years ago, they helped us set up bank accounts, and have collected all the rents, paid the bills, and found new tenants when leases ran out. They have been easy to work with and prompt with answering questions and emailing monthly reports. We will definitely use them to manage the next rental property we buy.”*

**- S. Jameson**



9. Negotiate elevator service contracts (*if applicable*).

## **LEGAL**

Business dealings, like a building, need to have a solid foundation. That is why we have available at all times a real estate attorney specializing in landlord/tenant property law. (This attorney is available to the owner at the owner's cost.) The following are legal services offered:

1. Full credit reporting, eviction reporting, tenant tracking, landlord reference and employment verification on all prospective tenants.
2. Preparation of all rental forms to include the following:
  - a. Unit check-in sheet
  - b. Rent and Security deposit receipt
  - c. Schneider Property Management addendum
  - d. Co-signer forms
  - e. Execute renewal/termination forms 60 days prior to lease expiration
3. Handling federal, state and city agencies where required and keep abreast of changing laws and ordinances.
4. Attending court hearings.
5. Initiating and following through with evictions.

## **TENANT MANAGEMENT**

The importance of finding good tenants – and then maintaining the best possible relationships – cannot be overstated. Following are the essential services we provide:

1. Advertise unit availability at market rent on the internet and our web site.
2. List available units with local real estate agents including our own in-house rental staff.
3. Screen tenants for qualifications.
4. Interview prospective tenants
6. Mediate and resolve all tenant problems.
7. Assist tenants moving in.
8. Duplicate all necessary keys for tenants.

We look forward to talking with you about your apartment building and discussing your needs, questions and concerns. Whatever you're looking for from a management company, we're confident that we will exceed your best expectations.

"SPM is a trustworthy management company. I use them for all my properties in Maine and I never have to worry. They are true professionals, I can reach out to them at any time and they are always there for whatever I need. I highly recommend SPM, they represent what good business is all about, amazing service for a great value!"

- E. Stoddard



## Getting Started

We want your transition to Schneider Property Management to be as smooth as possible. For your convenience, the following is a list which will help you collect important items and information. The sooner they're in our hands, the sooner you can forget about them.

### BUILDING ITEMS

- A current list of all tenants, including their home address, home phone number and work phone number.
- All original leases.
- All unit files.
- A description of current parking arrangements.
- Mortgage payment information.
- A list of current utility accounts (*electricity, gas, oil, etc.*) and their respective account numbers.
- Copies of the current vendor contracts.
- Heating system information (*oil, gas, etc.*)
- Current elevator maintenance company/contract.
- Laundry vendor information.
- Has the building's fire alarm been tested recently? Is it connected to central station? (If yes, what is the name, address and phone number of your central station vendor?)

If the building currently has its own janitor and would like to continue to use this person, what is his/her name, address, phone number and how much does he/she charge per month? (Does this cost include light bulbs ?)

### KEYS

- A front door key
- Keys to all the units
- The master key to the building (*if applicable*)
- Key to utility rooms, meter room, etc.

### LEGAL ITEMS

- The insurance policy currently in effect
- Any pending legal actions (*evictions*)

### FINANCIAL

- Security deposits
- Last month's rent deposits
- A list of delinquent tenants including what they owe and for which months
- A list of outstanding payables
- Owner Tax ID number or SSN number



**Schneider Property Management, LLC**  
522 Washington Ave, Portland, Maine 04103

Office: (207) 221-7533

Fax: (207) 772-4244

[www.MyMaineRental.com](http://www.MyMaineRental.com)

*"A company you can trust, a company you can depend on, a company of professionals!"*