



Harmony Real Estate Group, LLC
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www.HarmonyMgmt.com

It is very important to have a good property manager looking out for your investment properties so you can continue to enjoy your busy life with your friends and family. Below is a summary of what we offer as Harmony Real Estate Group. Please review our services and give us a call with any questions.

Scope of Property Management Services

Lease Listing:

Securing new tenants

- Advertise property (MLS, Websites including Realtor.com, AustinHarmony.com, AustinHomeSearch.com, Postlets, Trulia, Zillow, Hotpads, Yahoo, Google, Craigslist, and many others.)
- Arrange showing of the property to secure tenants as quickly as possible
- Process any applications received (collecting deposit, checking rental history, credit history, criminal history, employment history and any other information applicable)
- Prepare lease agreement and execute the lease
- Handle move-in with tenants. Key exchange, move-in forms and etc.

Our goal is to secure best tenants for the highest rental amount possible and as quickly as possible.

Property Management:

Managing rental properties

- Collect rent and deliver to owner in the timely manner, we offer convenient online and ACH payment options for tenants and ACH/direct deposit payments to owners
- Monthly statement and property accounting
- Annual property check and maintenance review
- Quarterly interior inspection to make sure your property is in good condition
- Arrange any repairs and maintenance as necessary
- Handle tenants' requests and issues (we offer online maintenance requests)
- Address any tenant issues to owner and try to resolve those issues as smoothly as possible
- Routine Maintenance, Repairs, and Replacement coordination

Additional services negotiable – scope and cost to be determined on a case by case basis (i.e. Eviction, major upgrades or remodeling, major repair projects)

At Harmony Real Estate Group we work for your best interests to protect your investment. We are local Austin real estate professionals committed to providing first-class service to all our clients. We have managed rental properties in Austin since 1998. We strive to maximize owners' returns while treating tenants fairly. We have been practicing real estate in Austin for over 15 years and we are very attuned with the Austin real estate market. Call us today to find out how we can assist you!

**Michael and Tomoko Hall
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