



KPMM Keystone Property Management and Maintenance Bethlehem Division LLC
1414 W Broad St. Bethlehem, PA 18018 Phone: 610.419.6101 Fax: 610.419.6103
KPMM Keystone Property Management and Maintenance Easton Division
2505 Newburg Rd. Easton, PA 18045 Phone: 610.438.1384 Fax: 610.438.1703

Dear Property Owner:

We would like to introduce our services to you as **Keystone Property Management and Maintenance Bethlehem Division LLC** (KPMM BD LLC). We have two locations – 1414 W Broad St Bethlehem and 2505 Newburg Rd Easton. We are an Independent Licensed Brokerage Company that specializes in services to help Investment Property Owners, such as: Full Property Management, Rent Collection Service, Tenant Placement, City Inspections and Court Hearings.

Our management contract includes:

- Reduce Owner's Valuable Time
- Rent Collections made easy – Tenants have multiple avenues to make payment
- Communication with Owners and Tenants via telephone, email and text
- Aggressive Documentation on tenant accounts
- Real Time Owner Web Access
- Emergency Maintenance Calls 24/7 – NO EMERGENCY CALL FEE
- Handling day to day operations such as Tenant concerns and complaints
- Market Analysis to ensure market value of property to maximize your profits
- Extensive Advertising of available properties
- Knowledgeable Real Estate Agent showing available property to applicants
- Full Service Leasing by Licensed Real Estate Agent using Electronic Signatures
- Strict tenant screening – including credit, background checks, employment verification, Landlord reference check, Verification of financial stability – Following Landlord/Tenant Laws and Fair Housing Regulations
- Move in and Move Out Condition Assessment of Property
- Periodic Property Inspections
- Cost Effective and Reliable In-House Maintenance
- Free Estimates and Preventative Maintenance Suggestions to enhance the value of property
- Comprehensive Accounting
- Compliant Eviction Proceedings
- City Code Enforcement
- Housing Administration Enforcement
- Electronic Deposits into owner's bank accounts at no charge once a month

In addition, we can also provide these other Maintenance services:

- Heating & HVAC
- Electrical
- Flooring/Carpeting
- Plumbing
- Roof Repairs
- Painting
- Cleaning and Trash Removal
- Snow Removal and Grass Cutting
- Permits as required
- Code Compliance

Work on the property **DOES NOT** have to be completed by KPMM Bethlehem Division, LLC; it can be done by anyone the owner chooses. We will coordinate with owner's sub-contractors and if needed will provide the owner with comparable estimates.

Teaming up with KPMM Bethlehem Division, LLC will bring you satisfaction in knowing that your investment property is in good hands. We at KPMM LLC move forward together with YOU & then SUCCESS takes care of itself! Please contact us for a free consultation 610-419-6101.

Regards,

Anthony Rossi, Owner
Keystone Property Management & Maintenance Bethlehem Division, LLC.

Habla español