



*DKR Property Management & Maintenance LLC #RBo68010
1414 W Broad St. Bethlehem, PA 18018
Phone: 610.419.6101 • Fax: 610.419.6103*

Dear Property Owner:

We, DKR Property Management and Maintenance LLC, would like to notify you that we are an Independent Licensed Brokerage Company that can offer services to property owners such as: Full Property Management, Rent Collection Service, Tenant Placement, City Inspections and Court Hearings. We would also like to assist you with your current or future needs for buying additional investment properties and/or selling of your investment properties.

Our management contract includes:

- Meetings with Code
- Meetings with Section 8
- Tenant Complaints/Concerns
- Emergency Calls - 24 hours a day - No Emergency Call Fee
- Preventive Maintenance Suggestions
- Reduced Labor Rate
- Court Appearances including Filing Court Documents \$55.00, Evictions \$55.00 and Possessions with Constable at \$55.00 plus court costs – These fees are applied to the tenants account for reimbursement to you the property owner
- Electronic Deposits into owner's bank accounts at no charge once a month after which paper check is sent
- \$35.00 to sign a new lease with a tenant (includes monitoring and enforcing lease terms)
- Owner Web Access
- **NO Contract cancellation fees** we only require a 30 day notice
- Vacancies are listed on MLS to increase exposure to other Realtors. First month's rent is charged to owner.

When a unit becomes vacant we will assist the owner in preparing the unit for rent in order to get it ready for the next tenant. We will also place a new tenant in that unit for the owner with full screening. When a suitable tenant is found we will then conduct a walkthrough inspection before the transferring of keys. At the end of a tenants lease we will conduct another walkthrough inspection.

Other services include:

- Heating & HVAC
- Electrical
- Flooring/Carpeting
- Plumbing
- Roof Repairs
- Painting
- Cleaning and Trash Removal

Work on the property **DOES NOT** have to be completed DKR Property Management & Maintenance 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 DKR Property Management & Maintenance LLC will bring you satisfaction in knowing that your investment property is in good hands. We at DKR LLC move forward together with YOU & then SUCCESS takes care of itself!

Give us a call today.

Regards,

Anthony Rossi, Owner

DKR Property Management & Maintenance LLC

Your Team – Tony (Owner), Jeanne (Broker of Record), Brittany (Asst Oper. Mgr / Realtor), Kathy, Stephanie, Sherry, Mark, Rob, Brian, Mike, Eddie, and Donovan.

www.rentchasers.biz

PA Home Improvement Contractor #PA097945