

PROPERTY MANAGEMENT COVER LETTER

Phone: [INSERT YOUR COMPANY PHONE NUMBER HERE]

Fax: [INSERT YOUR COMPANY FAX NUMBER HERE]

Email: [INSERT YOUR COMPANY EMAIL ADDRESS HERE]

Website: [INSERT YOUR COMPANY WEBSITE ADDRESS HERE]

Address: [INSERT YOUR COMPANY STREET ADDRESS HERE]

Business Hours: [INSERT YOUR COMPANY BUSINESS HOURS HERE]

Welcome to [INSERT YOUR COMPANY NAME HERE]. We will act as your representative to manage the daily operation of your property and its tenants. Rest assured that we will care for your property as if it were our own. We try to make the transfer of management as seamless and painless as possible. Organization is the key. In order for us to effectively manage your property, please read, sign, return and supply all of the following documents, and necessary materials so that we can begin the management process. This packet of forms will help ensure that we achieve a smooth and orderly transition to our management firm. We look forward to working with you and managing your rental property needs. If you have any questions please feel free to contact us. Thanks - have a great day!

OUR PRIMARY GOALS ARE TO:

- Maximize Your Cash Flow: We are committed to maximizing your income by obtaining the maximum amount of rent for your home that market conditions will bear.

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