



Property Management Enrollment Checklist

What We Need:

- ✓ Current rent roll
- ✓ Current rental agreements
- ✓ A copy of the “community rules”
- ✓ All service contracts
- ✓ Operating statements (If unavailable, copies of all bills are acceptable)
- ✓ A one-time set-up fee of \$250
- ✓ A check for reserves of \$500
- ✓ Complete owners contact information
- ✓ Executed management agreement

What You Should Expect:

- You will be contacted by your Healstone Property Manager to review a detailed rent survey, discuss expenses and formulate a plan to maximize the return on your investment.
- At this time your Healstone Property Manager will present you with a Building Maintenance Report. This report will outline suggested areas of immediate repair (if needed) and schedule long-term maintenance activities to maintain the integrity of your asset.

Our experience and attention to detail will make a significant difference in the condition and yield of your property. Healstone Property Management can handle all the problems and headaches of ownership while allowing you the time to enjoy the benefits.