

Creative Real Estate Associates

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PROPERTY MANAGEMENT PACKET

General Information:

When you make the decision to hire us as your property management company, you are entrusting a very important part of your investment portfolio to us. With that in mind, we will want to take the following steps before entering into a relationship:

- Discuss home type, size, number of bedrooms and baths, garage(s), landscaping, age, location, and general condition.
- Discuss maintenance history of the home and status of tenancy, if any.
- Discuss your financial goals, look at comparables, and determine if we can help you achieve your objectives.
- Uncover any restrictions to renting that may exist in contracts or community regulations.
- Physically walk through the property to ascertain its condition and rental appeal.

When we enter into a Management Agreement, there are some things which must be done:

- Power and water to be put in your name and turned on so that landscaping will be kept alive.

Electricity all areas: **Nevada Power: 800.331.3103**

Water Companies: **Las Vegas: 702.870.4194**
North Las Vegas: 702.633.1484
Henderson: 702.267.5900

- Release to us all keys (three sets of keys are required, two for tenants, one for us), any remotes (including gate remotes), swipe cards, clubhouse and pool keys when applicable, and gate codes. We will also need your mailbox number.
- In the case of condos and townhouses, provide us with specifics about all reserved parking, covered or not, and detached garages. If there are touch pads, we will need the codes.
- Insure that any Home Owner Association (HOA) dues are paid by you when due, and that all HOA notices are sent to your home address, not the address of the subject property.
- If the property requires any work done to make it rent ready, it must be done in a timely manner by you or contractors you hire, or by contractors we hire.
- Any work we contract out to our vendors must be paid for in advance since we must pay the vendors upon completion of the work.
- Please provide us a copy of the Rules and Regulations governing the Home Owner Association.
- Home Warranty information. Including Company name, policy number, phone number, and expiration date.
- In event of a new home, the Builders Warranty information including Company name, policy number, phone number, expiration date.

The following pages contain the Management Agreement. Please read it carefully. Should you choose to hire us as your Property Manager, please complete all open fields and sign and date as 'Owner'.