



PROPERTY MANAGEMENT

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At Century 21 Judge Fite Property Management our goal is to protect your investment whether it is short term (every month) or long term (grow your equity) and to provide you with "Peace of Mind."

There is a huge difference in property management companies. The #1 complaint with management companies is they do not communicate. Century 21 Judge Fite Property Management answers calls promptly and is kind, courteous and sometimes courageous.

The secret to a successful real estate investment is a four-legged stool:
 "The right owner, the right property, the right tenant and the right property manager!"

World-Class-Service Checklist	C21JFPM	Other Management Companies
Leasing your investment TO A QUALIFIED TENANT! (Protect your monthly income)		
Place a lockbox or supra and "For Lease" Sign Placed on applicable property	YES	
Listing Posted to Multiple Listing Service (MLS) to encourage showings to potential tenants	YES	
Licensed agent present at showings	YES	
C21JFPM Property Managers are geographically located for faster response to showings and property access	YES	
Property showing reports to owner via showing software	YES	
Listing Marketed on Public Rental-specific Websites	YES	
Application checks below are performed on adult occupants	YES	
Run Applicant Credit Reports	YES	
Run Applicant Employment Verification	YES	
Run Applicant Income Verification	YES	
Run Criminal Background Check	YES	
Run Applicant Rental or Mortgage History Verifications	YES	
Present Applicant to Owner for Approval or denial	YES	
Professional recommendations on applications, e.g. low risk, medium risk, high risk, etc.	YES	
Negotiate favorable lease terms	YES	
Recommend a 2-year lease, when possible	YES	
Recommend leases to expire March-October with your approval (days on market average increases during winter months)	YES	
Collect and retain the tenant security deposit	YES	
Execute the Texas Association of Realtors Residential Lease to Protect parties of the Contract	YES	
Use digital signatures to expedite lease and renewals - worldwide	YES	
Benefit to YOU - more applicants = faster leasing = higher return on your investment!		

Maintaining your investment/property... GROW YOUR EQUITY/INVESTMENT!		
Move-In Inspection-hundreds of Photos taken to Document Condition	YES	
Move-Out Inspections-hundreds of Photos taken to Document Condition (win security deposit disputes)	YES	
Discover/Preventative Maintenance Suggestions	YES	
Photos are available to owners for review	YES	
Lawn Inspections 2-4 times during growing season	YES	
Seasonal Tenant Property Maintenance Reminders	YES	
Communication on repairs and costs - from start to finish	YES	
Property Manager on duty after hours for Emergency Repairs/Calls - you travel and enjoy life!	YES	
Maintain/Vet Preferred Vendors in Trades, with insurance/license verified	YES	
Maintain competitive vendor pricing	YES	
Coordinate home warranty repairs, if applicable	YES	
Coordinate city rental registration and inspection, if applicable	YES	
Oversee HOA Violations/Notices	YES	
Benefit to YOU - faster, affordable and quality repairs = longer term tenants = increased property value!		
Manage your money... GROW YOUR RETURN ON INVESTMENT (ROI)!		
Collect monthly rents	YES	
Maintain online owner portal to keep your property and financial records	YES	
Provide Detailed Monthly Statements of Rent Proceeds	YES	
Provide Monthly Statements of Completed Repairs	YES	
Provide Annual Statements of income and expenses	YES	
Aggressive collection of past due tenant expenses	YES	
Refer tenants to resources available for rental assistance (COVID)	YES	
Collect and Hold Tenant's Security Deposit in Escrow	YES	
File required 1099-MISC IRS forms to IRS	YES	
Pay HOA dues for owners, if desired	YES	
Pay Property Taxes for owners, if desired	YES	
Pay mortgage payments for owners, if desired	YES	
Tenant/Owner Web Portal to view and pay bills anytime, anywhere, set-up automatic payments, and review payment history	YES	
Past due reminders to tenants, if needed	YES	
Accountable - to keep track of every dollar for you	YES	
Benefit to YOU - collect timely rent due = increased monthly income!		
Renew leases in a timely manner... GROW YOUR RETURN ON INVESTMENT (ROI)!		
Complete a Comparative Market Analysis (CMA) to gauge and advise appropriate Monthly Rent Amount	YES	
Email/Communicate to you 45-90 days prior to lease expiration with CMA and 2-year, 1-year or Month-to-month options for your consideration	YES	
Talk through owner's options on Lease Renewals, to retain tenants	YES	
Execute the Texas Association of Realtors Lease Extension	YES	
Benefit to YOU - your largest cost is turnover, reduce turnover = increased ROI!		

Manage the eviction process (Rarely Needed - total of 6 or 0.00034% in 2021) ... MAINTAIN YOUR ROI!		
3-Day Vacate Notice for unpaid rent	YES	
Handle NSF situations for collections	YES	
File Eviction on your behalf	YES	
Attend Court Hearing on your behalf	YES	
Benefit to YOU - quick & decisive eviction = lower risk and maintained ROI! (NOTE: rarely needed with JFPM)		
Over Communicate with YOU and tenants... INCREASE YOUR ROI!		
Landlord has a Property Manager as point of contact	YES	
Property Managers have an assistant to coordinate and communicate maintenance	YES	
Supervisor over each department for accountability	YES	
Document detailed communication records	YES	
Benefit to YOU - less worries and more trust = Peace of Mind and increase of ROI!		
Core Values and Experience... "TRUST" between YOU and C21JFPM		
Core Value #1: Honesty and Integrity - To ALWAYS do the Right Thing!	YES	
Core Value #2: Dedication to our clients, profession and community!	YES	
Core Value #3: World-Class-Service!	YES	
Core Value #4: Commitment to be Goal Focused and Results Driven!	YES	
Core Value #5: Disciplined to do our job at its Best!	YES	
Our loyal clients are located throughout North Texas (DFW), the United States and around the world!	YES	
Monitor local, state and national "issues" that impact the management and value of your property	YES	
Over 30 employees including 20+ licensed with the Texas Real Estate Commission	YES	
Consistent training and update protocols to provide World-Class-Service	YES	
Providing PM services successfully since 1937	YES	
Over 460 years of collective Property Management Experience working for you.	YES	
Benefit to YOU - Commitment to World-Class-Service = increased long-term investment!		
Please trust CENTURY 21 Judge Fite Property Management with your VALUED property		
972-780-5380 www.c21jfp.com		