

ManagementAdministration

- **Establish optimum rents.**
- **Market Property**
- **Represent owners in lease contracts.**
- **Adjust to reflect anticipated market trends.**
- **Home Inspections.**
- **Establish necessary reserve funds.**
- **Predict anticipated revenue.**
- **Review the cash flow in light of the owner's objectives.**
- **Develop a comparative income and expense analysis.**
- **Maintain integrity of premises.**
- **Prepare monthly financial reports.**
- **Qualify potential tenants.**
- **Collect all rents and tenant fees.**
- **Pay all bills and prepare disbursements.**
- **Prepare annual income and expense report.**
- **Catalog property status on-line / Management Web Page**

Circle C Properties
637 Buffalo Bend
Plano, Texas 75023

Management
Sales / Marketing

Circle C Properties

*Property Management
details and information*

*Dave 214-682-4385 dchris@circlec.com
Frank 214-682-4387 fgilliam@circlec.com
Beverly 214-682-4384 bchris@circlec.com*

Experienced Expertise



circlec.com

PRSR STD
US POSTAGE
PAID
PLANO, TX
PERMIT NO 520

The Business of Business

Our policy is that our tenants are relationships to be cultivated with prompt communication in the form of response, action, availability, reminders and service with the end result being renewals, less down time, commissions and make ready allowance. the tenant is a partner in your success and our business!

We can supervise the construction needs of your property with an excellent database of contractors including Cost estimations and space planning. We will Monitor and oversee tenant improvements and see that they are completed in a timely manner.

Management software and experience in the field, staying up to date so can pre-determine future needs in how we can provide you with the documentation and reports that you need. All agents proficient with the book keeping and able to find your data.

Day to day operations include servicing our clients and coordinating property maintenance, sales, research and marketing. With four fully functional home office and office locations, we have the personnel and resources available at all times to answer your questions or respond to requests. Our personal use and command of the internet can put information at your finger tips to be viewed at your convenience.

Our three agent team of Beverly Christensen, Dave Christensen and to Frank Gilliam. Our brokerage Team of Tom and J. C. Posey. Our team of Contractors and our assistants provide the personal service that keeps you in touch with your interests. With a variation of talents ranging from marketing, decorating, planning, evaluation, people skills, web marketing, advertising, coordination, research, and to continual development and education of the skills required to make your investment and our relationship successful.

Our Philosophy is to be your provider of information. We believe the reason you hire a professional is to have on your side the information needed to make your decisions concerning your investment. We make this available to you in a variety of ways in the form of reports, statements, web postings and constant communication. Coordinating all of the experts involved in the resolve of your concerns and the conveyance of the information as the coach of a team of these experts to achieve your desired results.

A variation of report styles, frequency and type will custom fit your needs. We will develop ways to provide information to you in a way that it is most beneficial to your specific needs



Growing you money and wealth year by year

CircleCProperties

Managementbenefits

- ResponsibleManagementforyourProperty
- Rentreceivedbythe3rdofthemonthorlatecharg eenforced
- LatechargescollectedandsplitbetweenHomeowner &Manager
- Homesmaintainedbyqualitysubcontractorsatared ucedrate
- Nomarkupstakenonstandardrepairs
- Completeandthoroughtenantscreeningprocess
- Advertising.screening&paperworkpreparedforlea singyourproperty
- 7daysaweekavailabilityforyourtenantemergenc ies
- Periodicreviewofrentalrates&marketanalysisiso fyourproperty
- Computerizedreportsbythe10thofthemonth
- Repairsandmaintenancepromptlyhandled

Notes:

Name _____

Address _____

Phone _____

Management Sales / Marketing

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