



## Long-Term Rental Management Program Overview

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Our long-term rental management program is designed to provide property owners with a seamless, hands-off experience while maximizing the performance of their investment. Our services are managed by a licensed real estate broker, and our firm is registered as a brokerage with the Wisconsin Department of Safety and Professional Services (DSPS), ensuring compliance with all state regulations and professional standards.

### **Leasing & Tenant Placement**

We execute one-year lease agreements for all long-term rentals to ensure consistency and stability.

For new leases, our team handles the entire process from start to finish, including:

- Responding to inquiries
- Scheduling and conducting showings
- Screening applicants to secure qualified tenants

### **Lease Renewals**

As part of our ongoing management services:

- We perform a property inspection prior to lease renewal
- We consult with the owner to confirm if any changes (such as rent adjustments or property updates) should be made before offering a renewal
- We manage all renewal communications with tenants

## **Ongoing Management Services**

We provide full-service property management to ensure your property is well-maintained and your tenants are supported:

- Rent Collection: Monthly rent is collected and processed efficiently and is due by the 5th of each month.
- Owner Disbursements: Owners are paid via direct deposit by the 15th of each month
- Maintenance Coordination: All maintenance issues are reported to and handled by our team
- Bill Payment: Property-related expenses are paid through our system

## **Financial Reporting & Owner Access**

Transparency and accessibility are key components of our service:

- Owners have 24/7 access to financial statements through the Owner Portal
- Detailed monthly statements outline income, expenses, and account activity
- At the end of each fiscal year, owners receive a 1099 form for tax reporting purposes