

OVERVIEW OF SERVICES

KEY PM
PROPERTY MANAGEMENT. REDEFINED.

KEY PROPERTY MANAGEMENT



Mission Statement

Key Property Management constantly strives to create a winning experience for our tenant clients. To afford our tenants the best possible living environment, we seek quality homes throughout the Las Vegas Valley in the most desirable locations. As our company grows, we will continue to use sound business practices, maintain solid fundamentals and always put our client's interests first.

At Key Property Management, our commitment is to create winning experiences for the tenant, the property owner, and the property manager.

Company Profile

Originally founded in 2001, Key Property Management is a successful full-service real estate firm specializing in property management and investment services. We offer investors innovative and customized programs that translate into measurable results.

With thousands of lease relationships over the years, we manage more single-family investment properties than most other Las Vegas valley companies.



Leasing

Our experienced team of leasing professionals is constantly aware of current market conditions. With the high volume of calls generated from Key Property Management's aggressive marketing strategies, the leasing team strives to rent your property in the shortest time possible and secure a minimum of a 12-month lease.

Key uses a thorough six-point tenant screening process which enables us to find quality residents for your property. The background check not only includes credit history but also criminal, landlord, eviction, and sexual predator history. Key Property Management follows the guidelines of the fair housing laws and we do not discriminate against any applicant, tenant, or individually based on race, creed, color, religion, national origin, handicap, or familial status.

Our rental agreement is a comprehensive 7 pages that have been developed over the years to include effective clauses that protect both the owner and tenant. In addition, all required disclosures are made to ensure compliance with legal requirements.

Key Property Management requires a minimum security deposit equal to one month's rent. In addition, with your approval, there is an additional \$300 per pet deposit should you decide to accept a pet.

Accounting

Key Property Management understands the importance of financial success through investment properties. Through the use of our state-of-the-art accounting program, we ensure our owners accurate and efficient accounting and record-keeping including:

- Comprehensive financial accounting and analysis solutions
- Accurate budgeting and forecasting
- Real-time on-demand property reports
- Management of all security deposit accounts and records
- Monthly and yearly income and expense statements
- Complete year-end income property tax record
- Direct Deposit of owner funds at no charge
- Owner Portal Access is available on our [site](#) or mobile app 24/7



Maintenance

One of the primary functions of Key Property Management is to ensure all of our client's properties are maintained. As we expect and demand that the tenants pay their rent on time, the tenants expect and deserve that maintenance concerns are addressed timely, completely, and professionally.

- Key Property Management maintains a 24-hour, 7 days a week emergency maintenance system.
- Emergency repairs, including fire, flooding, lack of HVAC in the winter and summer, or other issues that would impair the habitability of the property are addressed immediately.
- We do not apply additional management costs on vendor invoices.

We utilize a network of vendors that on average save our clients up to 50% on maintenance costs. We attempt to troubleshoot the issue with the tenant before sending vendors and seek approval if over the threshold limit, excluding emergencies.

Advertising

Key Property Management handles all advertising, marketing, and promotion of your property. This includes marketing your property through multiple listing service (Local MLS), mailers, and heavy paid internet advertising on over 35 different sites.

Our market position and online presence also generate visibility and additional lead generation. We utilize 360-degree cameras and walk-thru video to market properties.

We are one of the only property management companies in the valley to also specialize in luxury properties. Through our comprehensive marketing program, we target the groups interested in these higher-end homes and condominiums. We advertise these properties in the same venues as our other homes and units but also include direct mail magazines advertising to specific higher-income individuals for greater exposure.



Rent Collection

Our rent collection policies are fair but firm. We take quick action should delinquencies occur. Your tenants answer to Key Property Managements professional Property Managers and staff. When firmness is required, you are spared uncomfortable confrontations and time-consuming follow-up as we are your indiscriminate third party.

Tenant lease payments are due on the first of every month; however, there is a grace period until the 3rd due to state and social security checks.

Rents collected are processed by our property management team and are delivered to the property owner each month, along with an itemized property statement, this is sent consistently between the 10th and 12th of every month.

Technology

We are always evaluating the latest technological advances to provide the best and most efficient service to our owner clients.

Our Owners have 24/7 access to real-time owner statements, invoice copies, and maintenance charges on all computers, tablets, and mobile devices. Through the [Owner Portal](#), full accounting clarity on your property's accounting is provided.

Tenants can access their tenant portal through our convenient app or on our site to pay rent by ACH for free as well as submit maintenance requests and see their ledger.

We utilize 360-degree cameras for thorough move-in and move-out inspections.



Our Fees

There are NO hidden fees with Key Property Management.

- 5% to 8% Monthly management fee varying by property rent, min. of \$75 per month.
- \$60 Per month marketing fee while vacant only. This includes all featured listing internet advertising on over 35 sites.
- \$300 to \$150 One-time Administration fee on the first time leasing.
- \$150 Lease Renewal fee, only if the tenant renews for an additional year or a new 1-year lease is procured after a vacancy.

At times there is a leasing commission paid by the owner after the property is leased. This referral commission varies from \$300 and up, it is paid to the brokerage of the referring agent that found and showed the property to the tenant through the multiple listing service.

We do require a minimum \$250 reserve deposit that will remain in your operating account for any emergency repairs or other expenses after the rent payment has been. This amount will be held from the first month's rent. This is not a fee, it is a deposit and is returned to you upon the end of management.

Additional Services

Key Property Management is a licensed and property management permitted Nevada real estate brokerage firm with referrals available. We specialize in residential and commercial property management.

We have a complete sales and leasing staff to help with any of your real estate needs through Key Realty Southwest. We offer referrals to loan, escrow, title companies, and general contractors.

The additional costs of these services are not included in the monthly management fee and individual prices would be established by each company.

If you have any additional questions please do not hesitate to contact us at contact@keypm.com or 702-914-6567 .