

# OVERVIEW OF SERVICES

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**KEY PM**  
PROPERTY MANAGEMENT. REDEFINED.

KEY PROPERTY MANAGEMENT

LAS VEGAS, NEVADA



# 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 clients' interests first.

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

In business since 2001, Key Property Management is a successful property management firm that has managed thousands of lease relationships.



# Leasing

Our experienced team of leasing professionals is constantly aware of current market conditions. With the high volume of calls generated from Key Property Managements 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 individual based on race, creed, color, religion, national origin, handicap or familial status.

Our rental agreement is a comprehensive 7 pages that has 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 months rent. In addition, with your approval, there is an additional \$300 per pet deposit.

# 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 available on our site or mobile app 24/7



# Maintenance

The primary function 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 a day, 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.

Therefore, owners will be required to maintain a operating reserve.

# Advertising

Key Property Management handles all advertising, marketing, and promotion of your property. This includes marketing your property through multiple listing service, mailers, and heavy internet advertising on over 65 different sites. Our yard signs, 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 on 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. 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 3<sup>rd</sup> 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 on a consistent basis between the 10<sup>th</sup> and 12<sup>th</sup> of every month.

# Our Fees

There are NO hidden fees with Key Property Management.

- 5%-8% Monthly management fee varying by property rent, min. of \$75 per month.
- Up to \$40 Per month marketing fee while vacant only. Includes all featured listing internet advertising.
- \$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 \$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 termination.

# Technology

We are always evaluating the latest technological advances in order 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 properties 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 move in and move out inspections.



# 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](mailto:contact@keypm.com) or 702-914-6567 .