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Santa Ana, CA 92705  
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Dear Prospective Client,

Thank you for contacting us for information regarding our services. Enclosed you will find a copy of our new client management package which will provide you with information about us and the services we offer.

Enterprise Property Management is a family owned and operated company that has specialized in managing residential real estate for over 40 years. We currently manage hundreds of single and multi-family homes throughout Orange County and portions of Los Angeles County.

As a full service property management company we offer complete property management services. All of our services are provided at one low monthly fee with no hidden costs.

Each of our licensed Property Managers is knowledgeable, professional, prompt and courteous. As experienced real estate professionals we realize your property is a valuable investment and we treat it as such. With that in mind our primary goals are to:

- Maximize Your Cash Flow: We are committed to maximizing your income by obtaining the maximum amount of rent for your home that market conditions will bear.
- Minimize the Vacancy Period: We are committed to minimizing the time that your rental is not generating income by designing and executing a targeted marketing plan to rent your property as quickly as possible.
- Protect Your Investment: We are committed to protecting your investment by thoroughly screening prospective tenants.
- Do the Work for You: We are committed to providing you full service by handling everything on your behalf so you can spend your time on more important things!

Please review our management package and call us at (714) 542-6800 if you have any questions or concerns. We hope that we can be of service to you and look forward to hearing from you in the near future.

Kind regards,

Enterprise Property Management

Visit us on the web at [www.socalpropertymanagement.com](http://www.socalpropertymanagement.com)

California Bureau of Real Estate (BRE) License Number: 01835585

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## PROPERTY MANAGEMENT SERVICES WE PROVIDE

At Enterprise Property Management, we are committed to fulfilling all of your property management needs. Below is a list of some of the property management services we provide our clients. If there is a service you are particularly interested in but cannot find it listed below please call us at (714) 542-6800.

### Professional, Prompt and Courteous Service

- As a family owned and operated business we strive to provide each of our clients and their tenants with professional, prompt and courteous service. Each of our licensed Property Managers treats all clients and tenants with respect and dignity.

### Prepare Your Property to be Rented

- Your Property Manager will meet with you to evaluate your property and make recommendations to prepare your property to obtain the optimal monthly rental amount.
- Your Property Manager will coordinate the completion of any maintenance or repair items you have approved using our extensive network of qualified vendors to ensure all work is completed.

### Determine the Optimal Monthly Rental Amount

- Your Property Manager will do a market analysis to determine the optimal monthly rental amount for your property utilizing a wide range of professional resources.

### Design a Targeted Marketing Program

- Your Property Manager will meet with you to design a targeted marketing program to rent your property as quickly as possible.
- Your Property Manager will execute your targeted marketing program utilizing the Internet, Orange County Multiple Listing Service, local newspapers, circulars and property signs.
- Your Property Manager will promptly pursue all leads and inquiries and schedule showings of your property during the week, evenings and weekends.

### Thorough Screening of Applicants

- Your Property Manager will thoroughly review each prospective tenant's rental and credit history, including prior evictions.

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- Your Property Manager will verify your new tenant's current employment and stated income.
- Your Property Manager will contact your new tenant's previous landlord(s) to verify payment history and care of property.
- Your Property Manager will discuss the results of the screening process with you and make our recommendation.

#### Coordinate Move-In of New Tenant

- Your Property Manager will collect the first month's rent and security deposit in the form of a cashier's check prior to your tenant's move-in.
- Your Property Manager will prepare all rental and lease agreements utilizing California Association of Realtors approved forms.
- Your Property Manager will meet with your new tenant and ensure all agreements have been properly executed prior to his or her move-in.
- Your Property Manager will document your property's condition utilizing digital photography prior to your new tenant's move-in.
- Your Property Manager will have your tenant complete and sign a "Statement of Condition" report verifying the condition of the property at the time of his or her move-in.
- Your Property Manager will instruct your tenant regarding rental payment terms and required property maintenance.

#### Prompt Rental Receipt Collections and Disbursements

- Your Property Manager will promptly collect your rental income from your tenant at the beginning of each month.
- Our Accounting Department will disburse the rental proceeds in the manner instructed by you on a monthly basis.
- Your Property Manager will serve three day notices to "Pay Rent or Quit" if rent has not been paid by the fifth day of each month.
- Your Property Manager will coordinate the start of unlawful detainer action to evict your tenant in the event the rent is not paid.

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### Payment of Your Monthly Expenses

- Our Accounting Department will pay all reoccurring monthly expenses on your behalf such as:
  - Mortgage
  - Home Owner's Association Dues
  - Property Taxes
  - Utilities
  - Insurance
  - Gardening and Pool Services

### Detailed Monthly Accounting Reports

- Our Accounting Department will provide you with monthly itemized statements showing income and expenses related to your property, including year-to-date totals.
- Our Accounting Department will provide you a year-end accounting summary of your account and 1099s.

### Complete Property Maintenance Services

- We provide our clients with 24-hour emergency repair services.
- We minimize the cost of repairs and maintenance using our extensive network of contractors, vendors and handymen.
- We coordinate property reconditioning, including painting, window coverings, new carpet and carpet cleaning.
- We arrange for any necessary services such as utilities, gardening and pool service.

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## COMPARE YOUR PROPERTY MANAGEMENT COMPANY

How well do you know your property management company? Use the checklist below to compare your current property management service to what Enterprise Property Management has to offer.

PARTIAL LIST OF SERVICES	YOURS	OURS
PROMPT RENT COLLECTIONS		✓
TENANT SCREENING		✓
ALL PAYMENTS AND BILLS PAID		✓
EVICTION AND LEGAL SERVICES		✓
FREE RENTAL SERVICE TO TENANTS		✓
PREPARATION OF VACANCIES		✓
COMPLETE MAINTENANCE SERVICE		✓
MONTHLY COMPUTERIZED ACCOUNTING		✓
24-HOUR PAGING SERVICE		✓

Does your management service stack up? If not, give us a call at (714) 542-6800.

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## QUESTIONS THAT ARE FREQUENTLY ASKED BY NEW CLIENTS

Below are just a few of the questions that are frequently asked by our new clients. If you have questions that are not answered below please feel free to contact us at (714) 542-6800.

Q: What determines the rent for my property?

A: Ultimately the rental market. We use our marketing skills, analysis and judgment to optimize rents in accordance with your goals.

Q: How are security deposits handled?

A: Security deposits are deposited into the trust account. They remain in the trust account until the tenant vacates the property. By law, any security deposit money due the tenant must be refunded within twenty-one (21) days.

Q: How are tenants selected?

A: We carefully screen each prospective tenant and verify rental history, employment and obtain a report which includes credit and evictions.

Q: Do I pay for processing the tenants' applications?

A: No. You pay nothing.

Q: Who pays for maintenance and repairs to my property?

A: The owner pays for maintenance and repairs, unless the tenant has agreed to assume responsibility. In that case, we will seek reimbursement on your behalf from the tenant. Because we deal with a large volume of property, we can normally contract at considerable savings to you for repairs and maintenance. We save you money whenever possible.

Q: Who pays for the marketing of my property?

A: We pay for all signage and labor costs related to marketing your property for rent. The owner pays for the cost of advertising the property for rent in the local periodicals and the MLS service. For more details see the Advertising Options section in this management package (pages 12 & 13).

Q: Are management fees tax deductible?

A: Generally, as a direct expense item. However, you should confirm this with your tax advisor as your specific situation may be different.

Q: What is typically involved in preparing a property to be rented?

A: Generally, you should expect to make the property move-in ready for a tenant. This may involve painting or patch work, carpet cleaning and minor repairs. Your property will rent quicker and demand a higher rental value if it is in good condition.



## NEW CLIENT MANAGEMENT APPLICATION

CLIENT INFORMATION			
LAST NAME		FIRST NAME	MIDDLE NAME
DATE OF BIRTH	DRIVER'S LICENSE NO.	STATE	SOCIAL SECURITY NUMBER
PRESENT ADDRESS		CITY	STATE ZIP CODE
HOME PHONE	WORK PHONE	CELL PHONE	
EMAIL ADDRESS			

SPOUSE / PARTNER INFORMATION			
LAST NAME		FIRST NAME	MIDDLE NAME
DATE OF BIRTH	DRIVER'S LICENSE NO.	STATE	SOCIAL SECURITY NUMBER
PRESENT ADDRESS		CITY	STATE ZIP CODE
HOME PHONE	WORK PHONE	CELL PHONE	
EMAIL ADDRESS			

MONTHLY ACCOUNT STATEMENT	
<input type="checkbox"/>	Please mail a paper copy of my statement to the following street address: <b>STREET ADDRESS:</b>
<input type="checkbox"/>	<b>NOTE:</b> If you have an investment partner(s) who requires a separate monthly property statement and is entitled to receive a portion of the owner proceeds, please check this box and fill out separate forms for each partner.

OWNER WITHDRAW OPTIONS		
<p>If it is necessary for you to receive your owner proceeds as early as possible, we will make a special effort to do so. However, please understand that California law requires that we must receive the rent check(s) and wait a few days to ensure that the tenant's check(s) has cleared before we can issue your owner proceeds. We do our best to issue and mail owner proceeds depending on the needs of the individual owners.</p>		
<b>If you wish, we can send your owner proceeds directly to your bank (this can save you time and effort.)</b>		
<input type="checkbox"/>	NO, do not send owner proceeds to my bank. Send them to the address above.	
<input type="checkbox"/>	YES, please send owner proceeds to my bank (fill in the blanks below).	
NAME OF YOUR BANK	BRANCH OR ADDRESS	ACCOUNT NUMBER
<p><b>NOTE:</b> If in the future there are any changes in the information on this completed form, please notify Enterprise Property Management in writing as soon as possible. THANK YOU.</p>		



**DISBURSEMENT INFORMATION**

Enterprise Property Management will pay your reoccurring bills on your behalf. Below is a list of the most common of these bills. Please review each item and indicate whether you want to pay the bill yourself or prefer Enterprise Property Management pay the bill on your behalf.

**1. MORTGAGE PAYMENT**

Owner will continue to pay himself.

Enterprise Property Management will pay on owner's behalf from funds in the trust account.

**PAYMENT ADDRESS**

PAYMENT AMOUNT	PAYMENT DUE DATE	LOAN NUMBER
----------------	------------------	-------------

**2. SECOND TRUST DEEDS PAYMENT**

Owner will continue to pay himself.

Enterprise Property Management will pay on owner's behalf from funds in the trust account.

**PAYMENT ADDRESS**

PAYMENT AMOUNT	PAYMENT DUE DATE	LOAN NUMBER
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**3. PROPERTY TAX PAYMENTS**

Owner will continue to pay himself.

Enterprise Property Management will pay on owner's behalf from funds in the trust account.

**PAYMENT ADDRESS**

PAYMENT AMOUNT	PAYMENT DUE DATE	LOAN NUMBER
----------------	------------------	-------------

\$ \_\_\_\_\_ 1<sup>st</sup> installment is due on the 1<sup>st</sup> day of November ---1<sup>st</sup> installment is late after the 10<sup>th</sup> of December.

\$ \_\_\_\_\_ 2<sup>nd</sup> installment is due on the 1<sup>st</sup> day of February --- 2<sup>nd</sup> installment is late after the 10<sup>th</sup> of April.

**4. INSURANCE PREMIUMS**

Owner will continue to pay himself.

Enterprise Property Management will pay on owner's behalf from funds in the trust account.

**NAME OF AGENCY**

**PAYMENT ADDRESS**

PAYMENT AMOUNT	NEXT PREMIUM DATE	INSURANCE POLICY NUMBER
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**5. HOMEOWNER DUES**

Owner will continue to pay himself.

Enterprise Property Management will pay on owner's behalf from funds in the trust account.

**PAYMENT ADDRESS**

PAYMENT AMOUNT	PAYMENT DUE DATE
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**6. GARDEN OR POOL SERVICE**

<input type="checkbox"/>	Owner will continue to pay himself.	<input type="checkbox"/>	Tenant pays.
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<input type="checkbox"/>	Enterprise Property Management will pay on owner's behalf from funds in the trust account.
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**PAYMENT ADDRESS**

<b>PAYMENT AMOUNT</b>	<b>PAYMENT DUE DATE</b>
-----------------------	-------------------------

**7. UTILITIES: WATER**

<input type="checkbox"/>	Owner will continue to pay himself.	<input type="checkbox"/>	Tenant pays.
--------------------------	-------------------------------------	--------------------------	--------------

<input type="checkbox"/>	Enterprise Property Management will pay on owner's behalf from funds in the trust account.
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**PAYMENT ADDRESS**

<b>PAYMENT AMOUNT</b>	<b>PAYMENT DUE DATE</b>	<b>ACCOUNT NUMBER</b>
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**8. UTILITIES: ELECTRICITY**

<input type="checkbox"/>	Owner will continue to pay himself.	<input type="checkbox"/>	Tenant pays.
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<input type="checkbox"/>	Enterprise Property Management will pay on owner's behalf from funds in the trust account.
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**PAYMENT ADDRESS**

<b>PAYMENT AMOUNT</b>	<b>PAYMENT DUE DATE</b>	<b>ACCOUNT NUMBER</b>
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**9. UTILITIES: GAS**

<input type="checkbox"/>	Owner will continue to pay himself.	<input type="checkbox"/>	Tenant pays.
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<input type="checkbox"/>	Enterprise Property Management will pay on owner's behalf from funds in the trust account.
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**PAYMENT ADDRESS**

<b>PAYMENT AMOUNT</b>	<b>PAYMENT DUE DATE</b>	<b>ACCOUNT NUMBER</b>
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**10. UTILITIES: TRASH BIN**

<input type="checkbox"/>	Owner will continue to pay himself.	<input type="checkbox"/>	Tenant pays.
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<input type="checkbox"/>	Enterprise Property Management will pay on owner's behalf from funds in the trust account.
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**PAYMENT ADDRESS**

<b>PAYMENT AMOUNT</b>	<b>PAYMENT DUE DATE</b>	<b>ACCOUNT NUMBER</b>
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**11. OTHER:**

<input type="checkbox"/>	Owner will continue to pay himself.	<input type="checkbox"/>	Tenant pays.
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<input type="checkbox"/>	Enterprise Property Management will pay on owner's behalf from funds in the trust account.
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**PAYMENT ADDRESS**

<b>PAYMENT AMOUNT</b>	<b>PAYMENT DUE DATE</b>	<b>ACCOUNT NUMBER</b>
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RENTAL PROPERTY INFORMATION			
RENTAL ADDRESS	CITY	STATE	ZIP CODE
CROSS STREETS			
TYPE <input type="checkbox"/> Single Family Residence <input type="checkbox"/> Condo <input type="checkbox"/> Townhome <input type="checkbox"/> Duplex <input type="checkbox"/> Other: _____			
Is this property attached or detached? <input type="checkbox"/> Attached <input type="checkbox"/> Detached			
How many stories is this home / unit? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3			
Is the unit located upstairs or downstairs? <input type="checkbox"/> Downstairs <input type="checkbox"/> Upstairs			
SQUARE FEET	YEAR BUILT	LOT SIZE?	SCHOOL DISTRICT
Is the rental located in a gated community? <input type="checkbox"/> Yes <input type="checkbox"/> No			

GARAGE / PARKING INFORMATION			
Is there a garage? <input type="checkbox"/> Yes <input type="checkbox"/> No	What size garage? <input type="checkbox"/> 1-car <input type="checkbox"/> 2-car <input type="checkbox"/> 3-car <input type="checkbox"/> 4-car		
Is the garage attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any remote openers? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how many? _____		
Is there a carport? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the carport covered? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is there RV parking? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any assigned spaces? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many? _____	Are they covered? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional parking information: _____			

ROOMS			
BEDROOMS: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	LIVING ROOM: <input type="checkbox"/> Yes <input type="checkbox"/> No	KITCHEN: <input type="checkbox"/> Yes <input type="checkbox"/> No	
TOTAL BATHS: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	FULL BATHS: _____	3/4 BATHS: _____	1/2 BATHS: _____ 1/4 BATHS: _____
DINING INFO: Check all that apply <input type="checkbox"/> Dining room <input type="checkbox"/> Formal dining room <input type="checkbox"/> Kitchen/dining combo <input type="checkbox"/> Breakfast nook <input type="checkbox"/> Counter/bar			
ADDITIONAL ROOMS: Check all that apply <input type="checkbox"/> Family room <input type="checkbox"/> Den <input type="checkbox"/> Bonus room <input type="checkbox"/> Great room <input type="checkbox"/> Office <input type="checkbox"/> Loft <input type="checkbox"/> Sitting room <input type="checkbox"/> Sunroom <input type="checkbox"/> Other: _____			

KITCHEN	
KITCHEN INFO: Check all that apply <input type="checkbox"/> Refrigerator <input type="checkbox"/> Dishwasher <input type="checkbox"/> Range Oven <input type="checkbox"/> Microwave <input type="checkbox"/> Garbage disposal <input type="checkbox"/> Island	Is the range gas or electric? <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Trash compactor <input type="checkbox"/> Granite countertops
Who is responsible for maintaining the kitchen appliances? <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	
Additional kitchen information: _____	

OUTDOOR AREAS	
Please indicate which outdoor area(s) the property has:	
<input type="checkbox"/> Backyard	<input type="checkbox"/> Patio
Is the backyard fenced? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the patio covered? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Balcony	

AMENITIES		
FIREPLACE: <input type="checkbox"/> Yes <input type="checkbox"/> No	TYPE: <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Wood burning	LOCATION: _____
WASHER & DRYER HOOK-UPS: <input type="checkbox"/> Yes <input type="checkbox"/> No	LOCATION: _____	TYPE: <input type="checkbox"/> Gas <input type="checkbox"/> Electric
WASHER & DRYER IN UNIT: <input type="checkbox"/> Yes <input type="checkbox"/> No	Who is responsible for maintaining the washer/dryer? <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	
Is there a community laundry room? <input type="checkbox"/> Yes <input type="checkbox"/> No		
SWIMMING POOL: <input type="checkbox"/> Yes <input type="checkbox"/> No      Is this a private pool located at a single family residence? <input type="checkbox"/> Yes <input type="checkbox"/> No		
SPA / JACUZZI: <input type="checkbox"/> Yes <input type="checkbox"/> No      Is this a private spa located at a single family residence? <input type="checkbox"/> Yes <input type="checkbox"/> No		
ADDITIONAL AMENITIES: Check all that apply		
<input type="checkbox"/> Tennis court	<input type="checkbox"/> Clubhouse	<input type="checkbox"/> Fitness center
<input type="checkbox"/> Laundry facilities	<input type="checkbox"/> Golf course	<input type="checkbox"/> Business center
		<input type="checkbox"/> Gym
		<input type="checkbox"/> BBQ
		<input type="checkbox"/> Playground
		<input type="checkbox"/> Lake

FLOORING	
Check all that apply	<input type="checkbox"/> Carpet      Location: _____ <input type="checkbox"/> Vinyl tile      Location: _____ <input type="checkbox"/> Wood flooring      Location: _____ <input type="checkbox"/> Pergo      Location: _____ <input type="checkbox"/> Ceramic tile      Location: _____ <input type="checkbox"/> Other:      Location: _____

COOLING / HEATING	
COOLING	<input type="checkbox"/> Central <input type="checkbox"/> Air conditioner wall unit <input type="checkbox"/> Other: _____
HEATING	<input type="checkbox"/> Central <input type="checkbox"/> Forced air <input type="checkbox"/> Other: _____
Does the home have any ceiling fans? <input type="checkbox"/> YES <input type="checkbox"/> NO    If so, how many? _____	

LEASING INFORMATION		
Is this property currently available for lease? <input type="checkbox"/> YES <input type="checkbox"/> NO	LEASE TERMS: <input type="checkbox"/> 12 month <input type="checkbox"/> 6 month <input type="checkbox"/> Month-to-month <input type="checkbox"/> Other: _____	
What day is the property available for showing?      DATE: ____ / ____ / ____	Is smoking allowed? <input type="checkbox"/> YES <input type="checkbox"/> NO	
What day is the property available for move-in?      DATE: ____ / ____ / ____		
MONTHLY RENT: \$ _____	SECURITY DEPOSIT: \$ _____	PET DEPOSIT: \$ _____
Are any pets allowed? <input type="checkbox"/> YES <input type="checkbox"/> NO	What type is allowed? <input type="checkbox"/> Dog <input type="checkbox"/> Cat	How many are allowed? _____
What size dog is allowed? <input type="checkbox"/> Any size <input type="checkbox"/> Medium Dog <input type="checkbox"/> Small dog	Must the dog remain outdoors only? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Additional pet info: _____		

**PROPERTY DESCRIPTION**

Please use the area below to highlight any special features or details of your property. This description will help us advertise your property when it is available for rent.

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**SPECIAL INSTRUCTIONS**

Please use the area below to tell us about anything you feel might be important, so that we will be better able to manage your property.

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**FOR EPM OFFICE USE ONLY**

**SHOWING INFORMATION**

Property Manager: Please fill out the showing information below.

Is this property currently vacant?  YES  NO

What day is the property available for showing? DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

What day is the property available for move-in? DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

SHOWING INSTRUCTIONS: \_\_\_\_\_

DRIVING DIRECTIONS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## NEW CLIENT ASSOCIATION INFORMATION FORM

CLIENT INFORMATION			
LAST NAME		FIRST NAME	MIDDLE NAME
PRESENT ADDRESS		CITY	STATE ZIP CODE
HOME PHONE	WORK PHONE	CELL PHONE	
SPOUSE / PARTNER INFORMATION			
LAST NAME		FIRST NAME	MIDDLE NAME
PRESENT ADDRESS		CITY	STATE ZIP CODE
HOME PHONE	WORK PHONE	CELL PHONE	
1. ASSOCIATION INFORMATION			
ASSOCIATION NAME			
NAME OF MANAGEMENT COMPANY FOR ASSOCIATION			
ADDRESS		CITY	STATE ZIP CODE
PHONE NUMBER		FAX NUMBER	
ACCOUNT NUMBER		MONTHLY MAINTENANCE FEES	
CONTACT PERSON		PHONE NUMBER	
UTILITIES INCLUDED IN ASSOCIATION DUES (check all boxes that apply)			
<input type="checkbox"/>	Water	<input type="checkbox"/>	Electric
<input type="checkbox"/>	Trash	<input type="checkbox"/>	Cable
<input type="checkbox"/>	Gas	<input type="checkbox"/>	Other: _____
SERVICES PROVIDED BY ASSOCIATION			
<input type="checkbox"/>	Gardening Service	<input type="checkbox"/>	Front only
<input type="checkbox"/>	Roof Repair	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Other: _____
AMENITIES / SERVICES PROVIDED BY ASSOCIATION			
<input type="checkbox"/>	Pool	<input type="checkbox"/>	Tennis
<input type="checkbox"/>	Spa	<input type="checkbox"/>	Ball courts
<input type="checkbox"/>	Clubhouse	<input type="checkbox"/>	Tot lots
<input type="checkbox"/>		<input type="checkbox"/>	Other: _____
<input type="checkbox"/>		<input type="checkbox"/>	Other: _____
<input type="checkbox"/>		<input type="checkbox"/>	Other: _____

**PARKING INFORMATION**

Carpport or space numbers:

If garage is not attached, please provide location and/or garage number:

Are there any guest parking passes?  YES  NO

If yes, how many guest passes are allowed per unit? \_\_\_\_\_

**MAILBOX INFORMATION**

Mailbox location:

Mailbox number:

**2. SECOND ASSOCIATION INFORMATION (if applicable)**

ASSOCIATION NAME

NAME OF MANAGEMENT COMPANY FOR ASSOCIATION

ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER

FAX NUMBER

ACCOUNT NUMBER

MONTHLY MAINTENANCE FEES

CONTACT PERSON

PHONE NUMBER

**UTILITIES INCLUDED IN ASSOCIATION DUES (check all boxes that apply)**

<input type="checkbox"/>	Water	<input type="checkbox"/>	Electric
<input type="checkbox"/>	Trash	<input type="checkbox"/>	Cable
<input type="checkbox"/>	Gas	<input type="checkbox"/>	Other: _____

**SERVICES PROVIDED BY ASSOCIATION**

<input type="checkbox"/>	Gardening Service	<input type="checkbox"/>	Front only	<input type="checkbox"/>	Other (specify): _____
<input type="checkbox"/>	Roof Repair	<input type="checkbox"/>	Other: _____		
<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Other: _____		

**AMENITIES / SERVICES PROVIDED BY ASSOCIATION**

<input type="checkbox"/>	Pool	<input type="checkbox"/>	Tennis	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Spa	<input type="checkbox"/>	Ball courts	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Clubhouse	<input type="checkbox"/>	Tot lots	<input type="checkbox"/>	Other: _____

**PARKING INFORMATION**

Carpport or space numbers:

If garage is not attached, please provide location and/or garage number:

Are there any guest parking passes?  YES  NO

If yes, how many guest passes are allowed per unit? \_\_\_\_\_

**MAILBOX INFORMATION**

Mailbox location:

Mailbox number:





## ADVERTISING OPTIONS

We have been leasing properties for almost a half century. We know what advertising works and what doesn't. We have created the following advertising packages that will give us the best chance of leasing your property quickly. Below you will see a brief description of each option and cost. Please note that the costs may change periodically.

### 1 Starter Package

Our Starter Advertising Package is very simple and effective, particularly for rentals priced below \$2,000 per month of rent.

Our Starter Package includes:

1. Up to three professional "For Lease" signs placed strategically on and around your rental property. These signs will contain a direct number to our offices where we will follow-up on all inquiries from prospective tenants interested in your property.
2. Placement of your rental property on the Enterprise Property Management website at [www.socalpropertymanagement.com](http://www.socalpropertymanagement.com). Our site receives thousands of unique visitors each month, the majority of which are prospective tenants looking for a place to rent.
3. Creation and placement of an ad for your rental property on Craig's List once per week.
4. Creation and placement of your ad on over 30 of Southern California's most prominent online rental listing websites including College Classifieds, OC Weekly, Face Book, and Westside Rentals.
5. Up to 12 color photos of your rental property professionally sized, cropped, and watermarked (to reduce the chances of fraudulent use).
6. Unlimited updates and changes to prices, descriptions and pictures.

The fee for the Starter Package is only \$250 for 90 days of advertising.

## 2 Multiple Listing Packages (MLS)

The Multiple Listing Service (MLS) is a nationwide database of properties available for sale or rent that is primarily accessed by licensed real estate agents. When a property is placed in the MLS database it can be accessed by licensed real estate agents that, in exchange for a commission, will assist in locating a qualified tenant for your property. As a rule of thumb, the higher the commission offered, the greater your chances of finding a tenant.

Although MLS commissions are usually paid by the property owner, when you purchase one of our MLS packages Enterprise Property Management pays the commission on your behalf.

### I. Basic MLS Package

Our Basic MLS Package includes everything listed in the Starter Package plus a listing in the MLS with a commission of \$250 to be paid by Enterprise Property Management.

The fee for the Basic MLS Package is only \$500.00.

### II. Premium MLS Package \*

Our Premium MLS Package includes everything listed in the Starter Package plus a listing in the MLS with a commission of \$650 to be paid by Enterprise Property Management.

The fee for the Premium MLS Package is only \$900.00.

\* At Enterprise Property Management we consider properties that rent for an amount in excess of \$2,000 per month to be higher end properties. Extended vacancies in these higher end properties result in a greater loss of income for the rental property owner. As such, we encourage our clients with higher end properties to take advantage of the Premium MLS Package.

## 3 Multiple Listing Service (MLS) Email Announcement

This option is only offered to individuals who have also selected the Basic MLS Package or the Premium MLS Package. We will design an announcement email that will be sent to a database of real estate agents in up to four counties. The email will contain a flyer with color pictures designed to generate interest in your rental from other real estate professionals.

The cost of this service is only \$100 for the first county, and \$50 for each additional county to which you would like us to send an announcement email to.

The counties the email announcement can be sent to are as follows:

Orange County California	Over 20,000 real estate professionals
Los Angeles County California	Over 30,000 real estate professionals
Riverside County California	Over 10,000 real estate professionals
San Bernardino County California	Over 5,000 real estate professionals





ADVERTISING SIGN-UP FORM

CLIENT INFORMATION			
LAST NAME		FIRST NAME	
PRESENT ADDRESS		CITY	STATE ZIP CODE
RENTAL PROPERTY ADDRESS		CITY	STATE ZIP CODE
HOME PHONE		CELL PHONE	

ADVERTISING OPTIONS

Starter Package	
<input type="checkbox"/>	Yes, I would like to take advantage of the Starter Package advertising option.
<input type="checkbox"/>	No, I would not like to take advantage of the Starter Package advertising option.
<p>I understand that the Starter Package will provide me 90 days of advertising. I understand that the fee for this service is \$250 and full payment is required before any advertising can begin. I also understand that this fee is non-refundable.</p> <p><input type="checkbox"/> I will send a check or money order made payable to Enterprise Property Management in the amount of \$250.</p> <p><input type="checkbox"/> I authorize Enterprise Property Management to debit the \$250 fee from my client trust account.</p>	
_____	_____
CLIENT SIGNATURE	DATE

Basic MLS Package	
<input type="checkbox"/>	Yes, I would like to take advantage of the Basic MLS package.
<input type="checkbox"/>	No, I would not like to take advantage of the Basic MLS package.
<p>I understand that the fee for the Basic MLS package is \$500 and full payment is required before any advertising can begin. I also understand that this fee is non-refundable.</p> <p><input type="checkbox"/> I will send a check or money order made payable to Enterprise Property Management in the amount of \$500.</p> <p><input type="checkbox"/> I authorize Enterprise Property Management to debit the \$500 fee from my client trust account.</p>	
_____	_____
CLIENT SIGNATURE	DATE

### Premium MLS Package

- Yes, I would like to take advantage of the Premium MLS package.
- No, I would not like to take advantage of the Premium MLS package.

I understand that the fee for the Premium MLS package is \$900 and full payment is required before any advertising can begin. I also understand that this fee is non-refundable.

- I will send a check or money order made payable to Enterprise Property Management in the amount of \$900.
- I authorize Enterprise Property Management to debit the \$900 fee from my client trust account.

\_\_\_\_\_  
CLIENT SIGNATURE

\_\_\_\_\_  
DATE

### Multiple Listing Service (MLS) Email Announcement

- Yes, I would like to take advantage of the MLS Email Announcement offer.  
Please send an announcement email to real estate professionals in the following county (ies)  
 Orange     Los Angeles     Riverside     San Bernardino
- No, I would not like to take advantage of the MLS Email Announcement offer.

I understand that the fee for the MLS Email Announcement offer is \$100 for the first county I select and \$50 for each additional county. I understand that full payment is required before any advertising can begin. I also understand that this fee is non-refundable.

- I will send a check or money order made payable to Enterprise Property Management in the amount of \$\_\_\_\_\_.
- I authorize Enterprise Property Management to debit the \$\_\_\_\_\_ fee from my client trust account.

\_\_\_\_\_  
CLIENT SIGNATURE

\_\_\_\_\_  
DATE

Please fax this sign-up form to (714) 542-6814 or email to [epm@socalpropertymanagement.com](mailto:epm@socalpropertymanagement.com)

## OUR REFERENCES

At Enterprise Property Management we take pride in providing our clients with professional, courteous, and prompt service which is one reason our clients tend to stay with us for so long. We invite you to contact any of the following individuals and ask them how they feel about the services we have provided them over the years.

Michelle Hanlon      949-697-6803      Single Family Residence in Laguna Niguel  
michellehanlon15@gmail.com

Linda Matthews      949-246-7948      Single Family Residence in Placentia  
4.13mathewsl@gmail.com

Kate Hennessy      949-683-7403      Single Family Residence in Orange  
padraic2@sbcglobal.net

Additional references can be provided upon request.

*"We Manage...to Make You Money"*

