

PROPERTY MANAGEMENT SERVICES



Architects | Inspectors | Property Management™

Building Services - Building Relationships

Creating, enhancing, and maintaining buildings
for over 25 years.

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Carlile Property Management LLC has a team of professionals dedicated to ensure you receive the best management service on your Kankakee County and South Suburban rental property without the investment of your own resources. Rest easy and confidently knowing that your investment property is being overseen by an experienced team who will manage your rental property as if it were their own.

Why work with us?

CARLILE PROPERTY MANAGEMENT, LLC

It is our job to:

- Collect the rent, charges, and other amounts receivable on your behalf in connection with the property's management and operation.
- We will collect, deposit, and distribute tenants' security deposits.
- After all financial responsibilities are completed, we will send you the remaining cash balance. Carlile Property Management also has the ability to split the payments between multiple property owners, if desired.
- By the 10th of every month, we will send you a financial statement updating you on cash receipts and disbursements for the property during the previous month.
- We partner with an experienced realtor in order to advertise your property utilizing tenant screening and property management software. We will use all reasonable efforts to keep your premises rented by procuring the right tenant for your property. Our partner realtor will negotiate, prepare, and execute all leases on your behalf, including renewals and extensions of leases and cancellation or modification to existing leases as an experienced broker.
- Our partnering realtor will assist you in setting the rent and fee rates with respect to your property in addition to evaluating it periodically against other properties in the area to ensure you are getting the highest value.



We are the experts!

WHAT YOU CAN EXPECT.



Tenant Screening, Selection, and Intake (realtor partner responsibility)

- Advertise rental unit
- Provide and accept applications
- Perform background checks to verify identity, income, credit history, rental history, etc.
- Grade tenant according to pre-defined tenant criteria
- Inform tenants who were turned down
- Draw up lease agreement
- Review lease guidelines with tenant regarding things like rental payment terms and required property maintenance
- Ensure all agreements have been properly executed

Tenant Move-In

- Coordinate move in date with tenant
- Perform detailed move in inspection with tenant and have tenants sign a report verifying the condition of the property prior to move-in.
- Collect first months rent and security deposit

Financial

- Provide property management services bookkeeping
- Maintain all historical records (paid invoices, leases, inspection reports, warranties, etc.)
- Provide annual reporting
- Provide easy to read monthly cash-flow statements which offer a detailed breakdown of income and itemized expenses

Tenant Move Out

- Inspect unit and complete property condition report upon client move out
- Provide tenant with a copy of estimated damages
- Return the balance of the security deposit to the tenant
- Forward any portion of the owner's portion of the tenant deposit to the owner or hold in owner reserves for repairs.
- Clean unit and perform needed repairs or upgrades
- Re-key the locks
- Re-advertise rental unit for new rental agreement (realtor partner responsibility)

Rent Collection

- Receive rent monthly and issue receipt
- Work with tenant on late payments and enforce late fees
- Send out pay or quit notices

Evictions

- File relevant paperwork to initiate and complete an unlawful detainer action
- Represent owner in court
- Coordinate with law enforcement to remove tenant and tenants possessions from unit

Legal

- Understand and abide by the latest local, state and federal legislation that apply to renting and maintaining rental properties

Inspections

- Perform periodic inspections (Inside and outside) on a predefined schedule identifying for repair needs, safety hazards, code violations, lease violations, etc.
- Send owner periodic reports on the condition of the property

Maintenance, Repairs, and Remodeling

- Maintain and monitor a 24-hour emergency repair hotline
- Provide and oversee an in-house maintenance crew
- Provide a network of licensed, bonded and fully insured contractors who have been vetted for good pricing and satisfactory work
- Assign jobs to parties (in-house employees, handyman and professional contractors) based on who will do the best job for the best price
- Provide recommendations on how the project can maximize rental income
- Prepare preliminary cost estimates
- Get multiple independent bids for the work
- Oversee maintenance and upgrade projects

To learn more about our company, visit
www.Carlile-Group.com.

To meet with one of our team members to see if Carlile Property Management can manage your property, call (815) 401-0526 or email inquiry@Carlile-Group.com.

REASONS TO HIRE A PROPERTY MANAGER

Top 10 Reasons to Hire a Property Manager

If you've owned income property for any length of time, you know that managing a rental can be financially rewarding. At the same time, you've also likely discovered that property management requires a large commitment of time and effort. With this in mind, here are some critical tasks a property manager can help you with:

1. Setting the right rental rates
2. Collecting and depositing monthly rent payments on time
3. Marketing and advertising your property
4. Finding the right tenants
5. Managing tenants
6. Managing vendor relationships
7. Ensuring that you're in compliance with housing regulations and property laws
8. Enabling you to invest in geographically distant properties
9. Maximize the profitability of your time
10. Maximizing the profitability of your money

Eight Reasons You Shouldn't Manage Your Own Investment Properties

by Forbes.com Real Estate Council

Self-management can often be a headache: When something breaks down or your tenants are late with rent, you bear the sole responsibility to address it. Hiring a third-party property management company can be worth every penny, especially if you're looking to grow your investment business over time. Members of Forbes Real Estate Council shared eight common scenarios in which it makes more sense to outsource your property management tasks.

1. **If Real Estate Investing Is Your Side Hustle:** If an investor has a full-time job and they are investing as a side hustle, we would suggest hiring a property manager from day one.
2. **If You Lack Housing Expertise**
3. **If You Want To Maximize Your Time As A Passive Investor**
4. **If You Need To Fill In Skill Or Resource Gaps**
5. **If You Don't Have Time To Learn The Laws And Run It As A Business:** Outsourcing will avoid legal liabilities from Fair Housing and Fair Credit Reporting Acts, state landlord-tenant laws and local regulations. Property managers will have resources that can perform services for less. You'll also be less likely to lose income from tenants who don't pay their rent or rents that end up being below market.
6. **If Your Properties Are Located In Different Markets**
7. **If You're New To Being A Landlord:** You should hire a third-party manager if you're new to being a landlord and don't completely understand local ordinances and leasing practices, or don't have all the contacts needed for repairs and maintenance items. A good third-party manager will know all of the above and you will learn them over time.
8. **If You Want To Scale Your Investment Business**