



*"The Best Rating in Property Management"*

## *"Our Mission Statement"*

**Our Mission:** To serve the needs of our clients with a menu of traditional and tailored services designed to free the client from the headaches and hassles of residential property management while maximizing the value of the investment. We are committed to providing quality service that exceeds the expectations of the residents in the communities that we serve. Our office is conveniently located off of Ming Avenue one block east of the Valley Plaza Mall in the City of Bakersfield, CA making us readily accessible to your community. For contact information please refers to the address and phone numbers listed below.

The purpose of this statement is to let you know who we are; how you may contact us and where to send your concerns for a smooth transition. For a complete explanation of our services, fees and copies of our Property Management Agreement and Rental Agreement please feel free to contact us. Our philosophy is simple:

*"The key to making money on rental properties is comprehensive tenant screening and counseling; we only allow good tenants, PERIOD!"*

*Here's a list of our services:*

### *Servicing of all Inquires and Complaints*

Quick response and resolution to all inquires and complaints, keep a detailed record of all communications.

### *Collection of all Fees and Rents*

Collection of rent from tenant(s), collection of all association fees from unit owner(s), take action on all delinquent accounts.

**Note: Fee's for managing rental units ranges from: \$35.00 to \$125.00 monthly depending on the number of UNITS.**

### *Leasing*

Advertise and show units, collect applications and properly screen applicants, execute lease and collect security deposit and

**EVICCTIONS ARE THE RESPONSIBILITY OF THE OWNER TO PAY.**

### *Maintenance, Repairs and Improvements*

Coordination of all interior maintenance and repairs, plan and coordinate all capital improvements for the property, coordinate all lawn care, trash removal and provide common area cleaning services.

### *Accounts Payable*

Coordinate getting bids, executing any agreements & contracts, issuing and purchase orders and paying invoices.

### *Accounting and Banking*

Custodial care of checking account track all debit and credit accounting entries.

### *Budgeting*

Working with owners to generate a long-term plan for reserves and capital improvements.

### *Reporting and Record Retention*

Monthly detail on ledger entries and income statements, annual reporting, maintain all historical records and backups.

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