



RESIDENTIAL MANAGEMENT SERVICES

Clark Real Estate has the staff and knowledge to manage your single or multi family residences. Any or all of the services listed below can be provided:

1. **RESIDENTIAL SCREENING PROCESS:** All prospective tenants are required to complete an application form. Credit, employment, and rental history are checked, and an interview is conducted before an applicant is selected as a tenant.
2. **LEASE AND RENTAL AGREEMENTS**
3. **RENT COLLECTIONS**
4. **ACCOUNT SERVICES :** Clark Real Estate provides all bookkeeping services. Books are maintained according to standard bookkeeping procedures. They are available for inspection by the owner at any time. On the 10th of each month a cash flow statement is mailed to the owner. Any funds due to the owner are included along with copies of invoices for worked charged to the property, Routine notices of resident status and security deposit accounting.
5. Supervision of property
6. Move in and Move out Inspections, documented by digital photos.
7. Deposit settlements with photos and accounting
8. **MAINTENANCE :** We will inspect properties when they become vacant and prepare maintenance list. Obtain bids for major maintenance items and have all maintenance completed in a way that prepares the property for a fast turnover and protects the financial interests of the owner. Clark Real Estate offers a full time maintenance staff. We also oversee all landscape maintenance, and perform semi annual inspections on occupied units.
9. **ADVERTISING :** Advertise units to attractively present the property to prospective tenants. Clark Real Estate currently advertises through:
 - A. Reno Gazette Journal- Ads placed with Clark Real Estate receive volume rates and charged to owner. RGJ ads are distributed to the internet.
 - B. MLS (Multiple Listing Service) which also distributes to the internet.
 - C. Clark Real Estate website (www.clarkrealestatenv.com). Vacant unit gets individual profile.
 - D. Craigslist -A free listing service through local online community
 - E. Housing Connection- A free listing service through a Tahoe listing service.
 - F. Clark Real Estate quarterly newsletter.

AND SO MUCH MORE!
10. **EVICCTIONS :** Evictions as well as lockouts are filed when required and followed through in a timely matter to allow the unit to be turned over in the shortest time possible.
11. **COLLECTION OF DELINQUENT ACCOUNTS.**
12. **EMERGENCIES :** Maintains a 24 hour phone line for tenant to inform Clark Real Estate of ANY emergency regarding the property. This service is available to the owner as well as the tenant.
13. **STAFF :** Clark Real Estate has a full-time staff to provide any services around the clock.
14. **COMMUNICATION (Most Important) :** Communicate to the owner the status of the property. Examples include 30 day notices, evictions, vacancies, required maintenance and any other items pertaining to the property.

We also offer a "Rent only" program. We will rent your property out for a one-time fee, and arrange for new tenant to pay rent and communicate with owner concerning all matters.