

Property Management Company Interview Worksheet

Company Name: _____

Manager Contact: _____

Phone / Fax: _____

Address: _____

Email / Website: _____

Basic Costs

Monthly Rate: _____

Cost for filling Vacancies: _____

Lease Renewal Fees: _____

Incidental Charges: _____

Important Company Information

How many properties they manage? _____

How many managers work at the company? _____

What specific areas they focus on? _____

How long have they been in business? _____

Do they manage their own properties or just those others? _____

Do the managers have any Professional Designations? (NARPM, IREM) _____

Assorted Management Information

Does the company use email? (this is a must!)

Will manager give their cell number to you?

Can I terminate management agreement early if it isn't working out properly?

Does the company do sales and brokerage?

Maintenance Issues

Does the company have their own maintenance crew or handyman?

How much do they bill out at for maintenance?

Can they handle all types of repairs?

Will they bill tenants if they are the cause of maintenance issues?

Maintenance Issues (continued)

What happens if they can't do something (maintenance-wise)?

Do they have outside contractors that they work with?

What is the max that they will spend on repairs without contacting me?

Can I use outside contractors of my choice? Is there a charge for that?

Statements & Finances

When are statements sent out?

Are monthly statements sent out?

Are year end statements sent out?

Are 1099's sent to owner?

When are checks sent out?

What kind of accounting system do they use?

Can the company pay my bills? Which ones?

Evictions

How much do evictions
cost?

How does the company
handle evictions?

Landscaping / Yard

How much does it cost to cut
lawn? How often do they
cut?

Does company do
landscaping?

Do they handle snow
removal?

Are 1099's sent to owner?

Reserves

How much money in
reserves does the company
require?

Advertising

Where will the company
advertise my units?
(Craigslist? Paper? Lawn
Sign?)

What are the costs
associated with advertising?
