



Property Management Division



31 Hoffman Drive

Gulf Breeze, Fl 32561

(850) 934-1500

www.LegacyPMInc.com

rentals.eralegacy@gmail.com

Dear Homeowner,

Enclosed is some information regarding our Property Management Services. We have been in business since 1931. Our Property Manager (Lacey Canan) has been with us since 1998 managing property in both Escambia and Santa Rosa counties. We can offer you two types of services at this time. Please feel free to review this packet and let us know if you have any questions as I will be happy to discuss any and all of our services with you in detail.

- 1) LPM can find you a tenant only for your property. This consists of LPM handling all of the advertising and marketing for your property, showing etc. Once we have an application we will process it at the tenants expense and give you the information for the prospective tenant for you to make decision to approve or deny the applicant. Once you have approved your tenant we will have a lease signed and collect the security deposit. LPM will take the property off the market until the tenant moves in, at the move in date LPM will collect the pro-rated rent or the first month's rent which ever applies. Once this is done, LPM will collect their fees and release the other funds and a copy of the lease to the homeowner within 10 days. This fee is 50% first full months rent.
- 2) In addition to finding you a tenant (50% first full months rent) we can manage the property for you as well for 10% per month thereafter (We do offer Military discount and multi property discounts). We will notify you as to any repairs that need to be made prior to, unless an emergency occurs and we have to take care of something asap. All tenants contact us and not YOU at night and weekends. We have a tenant portal and owner portal online for easy access to statements, online work orders and for our tenants to pay rent. When it comes time for renewals, we will ask you first, then the tenant, once the tenant has committed we will conduct an interior/exterior inspection with a detailed report with photos and email it to you. Once this is completed and approved we will sign the renewal for a year. We charge \$200 for the signed renewal with professional inspection.

Legacy Property Management is accepting new homes to manage in Escambia and Santa Rosa Counties. Our staff is committed to providing you with the following services to help rent/or manage your investment property.

Listing Services:

- Presentation of rental listing contract, terms and conditions to landlord
- Condition report of property and maintenance recommendations
- For managed properties, coordination of property preparation needs such as painting, cleaning and repairs with local, licensed and insured vendors

Marketing Services:

- Place property in Multiple Listing Service (MLS) with access to 2000+ Realtors
- Place lockbox on property for easy showings
- Place sign advantageously in front yard
- Referral fees offered to outside agents / brokers for tenants to increase property exposure
- Advertising (we get 95% of our tenants from the internet)

Tenant Placement Services:

- Tenants pay for their own credit check, background (nationwide search) tenant employment verification as well as past rental history (including evictions checks)
- Negotiate lease term and conditions with Landlord and Tenant
- Collect all advance funds before giving possession to tenant
- Maintain security deposit in non-interest bearing account for managed properties in a Florida banking institution per Florida Statute
- Do a detailed move in inspection report with photos for all managed properties

Services for Manged Properties:

- Accounting department dispenses collected funds to the landlord on the 15th of each month via ACH
- Accounting statement each month if account has activity via owner online portal
- Year-end statement of income and expenses provided with IRS required tax payer form via owner portal
- Late payers and/or evictions handled promptly with owner approval
- Only licensed and insured vendors are used to service our properties
- Landlord consulted prior to renewal and recommendation for rental increase or stability are made at that time. Renewal inspection will be conducted before a renewal is signed by the Property Manager. Detailed report will be sent to homeowner with photos
- Continuous monitoring of the compliance with Landlord Tenant laws and other laws that affect your property
- Detailed Inspections (with Photos) of properties at time of move out for damage and abandoned properties
- Security deposits returned or claimed for damaged and/or unpaid rent as allowed under Chaper FS83, Proper notices are sent out to tenant as required by law
- New rental marketing plan put into action at time of notification of termination by tenant
- Tenants are available to pay via, website (tenant online portal) and/or tenant ACH
- Repair request can be made via tenant portal for faster service 24/7

We would love for you to meet us. We have two locations to serve you.

Our main Rental office is located in Gulf Breeze Proper just behind the Bank of America.

Our Main Sales office is located in downtown Pensacola at 101 E. Garden St. There is always a friendly face there too!

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