



Ed Lang Team

Re/Max Executives

ELT Property Management

RESIDENCE MANAGEMENT WITH PEACE OF MIND

Call today to discuss your specific management requirements

ELT Property Management is a residence management company serving homeowners in Northern Virginia. Ed Lang Team's principal owners have over 20 years of real estate experience, providing you confidence that your home will be well cared for.

Our mission at ELT Property Management is to maximize the income potential for your property while minimizing the risks normally associated with rental property. We manage single family dwellings (detached homes, townhomes and condominium units).

We specialize in providing service for government employees and military personnel on overseas assignment or deployment, as well as private sector homeowners.

**ELT PROPERTY MANAGEMENT PROUDLY
SERVING NORTHERN VIRGINIA**



12001 Lee Jackson Hwy 2nd floor • Fairfax, VA 22033

Phone: 703-932-5753 | Email: EdLang@EdLang.com | www.ELTPropertyManagement.com



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ELT Property Management

SECURITY & PEACE OF MIND

All property management companies are not created equal. Our mission at ELT Property Management is to maximize the income potential for your property while minimizing the risks normally associated with rental property. Not only are we responsible for the upkeep and income for your property, we must also keep your private information secure.

Whether it's your banking information, social security number (needed for tax purposes), or any other confidential information, we keep it private and safe. Also, we maintain security deposits in their own account and we never utilize security deposits for operating expenses.

The movement of your money is controlled by strict internal security procedures. Entrust your property to the professionals at ELT Property Management.



**PEACE OF
MIND**



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PRIMARY SERVICES

We will professionally...

- Market the property for rent
- Evaluate tenants application
 - *Run credit check*
 - *Criminal background check*
 - *Examine income/debt ratio*
 - *Verify employment and previous rental history*
- Execute lease
- Initial check-in inspection with photos & video
- Electronic rent collection
- Deposit rental income to owners account
- Handle requests for maintenance, dispatch repair company, follow-up, invoice payment
- Assist with any HOA or neighbor issues with property
- Recommend any necessary legal action for non-payment of rent
- Final move out inspection and return of security deposit
- Prepare unit for new tenant as needed



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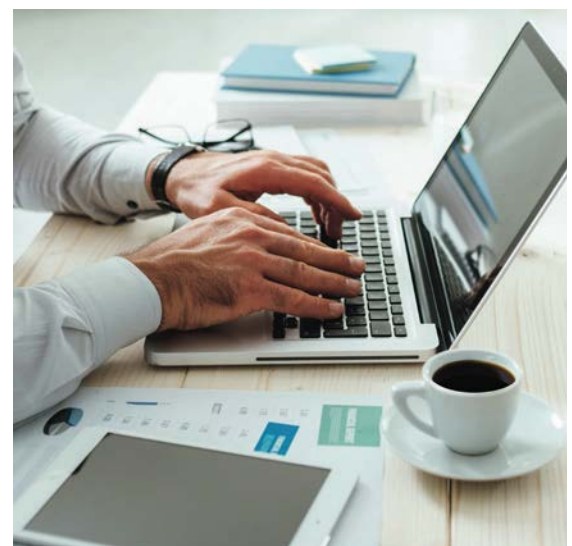
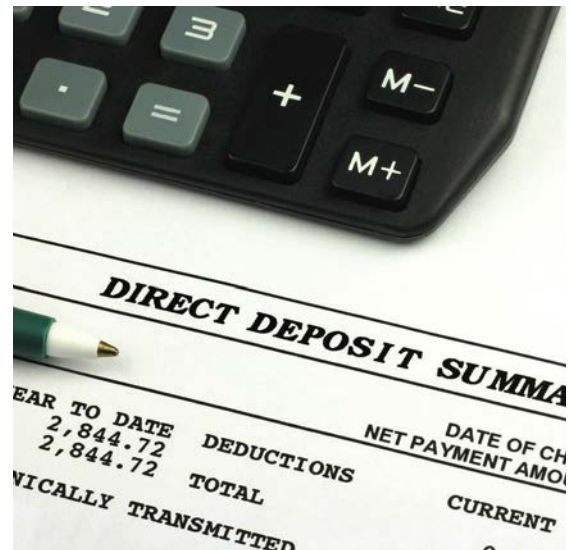
ELT Property Management

ACCOUNTING

Convenience with peace of mind...

- Access to your account via our web-based management software
- Monthly income sent via direct deposit to designated account
- Security deposit and escrow reconciliation
- Year end statement and cash flow report of all financial activity

For more information, contact us today!





ELT Property Management

FEE SCHEDULE

Streamlined with no hidden fees...

- Management Fee – 2 Plans to choose from (min \$150/mo) Fee rate based on rental amount
- Account Set Up - \$195.00 – One time fee for property inspection /documentation and establishing accounting portfolio
- Lease extension evaluation and processing - \$125.00
- Repair Escrow Account - \$300.00 – Working capital account – balance refunded at end of contract
- Property Management Fees include:
 - Material Breach Notices – INCLUDED
 - Insurance Claim Processing – INCLUDED
 - Monthly Statements – INCLUDED
 - Direct Deposit – INCLUDED





ELT Property Management

FEE SCHEDULE

	STANDARD	COMPREHENSIVE
Tenant Placement and Marketing Fee	1 Month's rent	1 Month's rent
Monthly Management Fee	8.5% of Monthly Rent (minimum \$150.00/month)	9.5% of Monthly Rent (minimum \$150.00/month)
Rent Assessment	✓	✓
Marketing the Property	✓	✓
Tenant Screening	✓	✓
Accounting Statements	✓	✓
Property Maintenance	✓	✓
Rent collection	✓	✓
Rent Payment	✓	✓
Property Accounting and Reporting	✓	✓
Monthly Owner Statements	✓	✓
Property Evaluation	✓	✓
Owner and Tenant Portals	✓	✓
Tenant Maintenance System	✓	✓
Satisfaction Guarantee	✓	✓
Semi-annual Inspection & Capital Improvement Evaluation	✓	✓
Annual Compliance Inspection	Upon Request (\$199.00)	✓

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