



Professional Property Management Services

Landmark Real Estate & Investment, INC provides complete real estate services. We offer commercial sales and leasing, residential sales, investment information and property management services. Landmark Real Estate & Investment, INC has been incorporated since 1985. As part of our property management services, our goal is to preserve and protect your investment. The following is a job description of our duties as your property manager.

Place Ads: Our staff will place weekly ads in the Thrifty Nickel, a local free publication. In addition, we are constantly receiving calls from customers who see our ad in the yellow pages or who are referred to by other customers. We are also promoting our website at www.investlascruces.com .

Conduct showings: An agent will meet the prospective client at the property and answer any questions they might have.

Screen tenants to find the best possible fit: Our apartment application is designed to give us a list of previous landlords so we can discuss what kind of a tenant our prospect is. We attempt to find the best tenant for each property.

Sign lease with tenant: The tenant then goes through the lease process. Our lease terms are strict, concise and clearly outlined in an attempt to minimize misunderstandings. They are in compliance with the Landlord-Tenant Act of the New Mexico State law.

Process maintenance requests: We process requests from tenants for repairs, contacting the right professional for the job. We have a qualified maintenance staff that we use on a daily basis. If the job is more involved, we have professional licensed contractors to insure the job is repaired correctly and according to code.

Schedule winterization and summerization of air conditioners and heaters: In the spring, we schedule maintenance crews to connect the air conditioners, including replacing pads, checking for leaks and also checking the overall condition of the equipment. In addition, they disconnect the heaters. In the fall, the maintenance staff will start the heaters including checking filters and checking carbon monoxide levels. The air conditioners are drained and disconnected. The maintenance staff will report any deficiencies with the equipment which are then forwarded to the owner.

Accounting of income and expenses: Rents are accepted and processed in Landmark Real Estate & Investment, INC trust account. Any expenditures for repairs are made out of the client's account. With any repairs over \$100.00, we make every attempt to discuss with the property owner.

Preparation of monthly owner reports: Once the rents are received, a monthly owners report is compiled detailing the activity in the account on a monthly basis. Year end reports are a summary of the previous year and are sent with the Form 1099's.

Periodic inspections of property: Our maintenance staff is always looking for signs of trouble. They will report problems to us in their maintenance visits. In addition, we periodically drive by the properties. Outside conditions are a good indication of conditions inside the property and will alert us to trouble.

Exiting inspections upon tenant vacating: The tenant's personal belongings need to be removed and the tenant is asked to leave utilities connected until we have conducted a check-out inspection. We compare the check out inspection to the check in inspection to prepare the security deposit accountings.

Security deposit accounting: Once an inspection determines what needs to be done to rent the property, maintenance orders are created to accomplish that task. New Mexico law allows us 30 days to collect the invoices and create an itemized list detailing why we are or are not returning any security deposit monies.

Consultation and Communication: Consulting with property owners to discuss attainable goals for the property in an effort to maintain or increase its investment value.

Our professional staff is available to answer any questions you might have about our services.