

Shelly Rogers  
Property Manager, Owner  
541shelly@gmail.com



*"reliable property mgt, built on strong foundations"*

New Foundations Property Management  
PO Box 231 Medford, OR 97501  
541 499-6211  
www.newfoundationspm.com

## NEW FOUNDATIONS PROPERTY MANAGEMENT SERVICES TO YOU:

- \* Exterior Inspections at least once a month.
- \* Interior inspections within the first 90 days. Continued interior inspections vary per tenant.
- \* Back Ground checks, credit score, criminal, past landlord and job verification. Tenant screening is critical to your property, keeping it safe, clean and habitable.
- \* Collect the rent in a timely manner. If I don't have the rent by the 8th, I post a 72 hour notice To Pay Rent or Quit; If that doesn't work I file with the courts to retain possession of your property for no extra fee, other than the court fees.
- \* Monthly detailed statements are either emailed or mailed and your rent will be Direct Deposited into your bank account if you choose such.
- . At the end of the year I will send Owner Financials with an Itemized Breakdown of Expenses and prepare your 1099 of Rental Income.
- \* I email you pictures of your house to keep you posted of anything that is needed or just to show how it is looking.
- \* I obtain owners authorization for repairs that exceed \$150. Anything over that I must get owner permission. (That price is flexible per your needs).
- \* No advertising costs to you; I use the Internet, Craigslist, Referrals and Signs.
- \* No Management Fee when the property is vacant; only when rented do I charge 8%. *If you Choose, I will pay the water, sewer, garbage bills, etc. from the rent collected and send you the remaining balance.*
- \* 24 Hour Maintenance Emergency Services.
- \* Professional Rental Agreements with tenants, written move in and move out inspections w/ dated photos of the property condition. (Will provide to Owner at any time). Detailed Inventory Reports; Non Smoking Agreement, Pet Addendums; Smoke and Carbon Monoxide Addendums. *If applicable*, Mold Addendums and Lead Base Paint Addendum.
- \* Prompt returned calls to tenants and owners.  
Handle all tenant calls, requests and complaints. Keeping your home in compliance with Landlord/Tenant Laws, Fair Housing and Local Ordinances.
- \* Require tenants to carry Renters Insurance adding Owners and Property Manager(s) as Additional Insured to protect Fiduciary Interest.
- \* References upon Request.

**I am knowledgeable and professional; one who respects and can empathize, yet stay focused in Managing your Rental. My goal is to keep a smooth transaction with open communication with both owners and renters. I have a fiduciary duty to you, and that is to get your place rented with a qualified tenant and manage your investment long term hassle and stress free.**

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