**Sea Glass Rentals & Property Management LLC** offers the following services:

**Full Service Property Management**

Sea Glass Rentals & Property Management LLC will locate suitable tenant(s) for your property. Qualify the tenants through the following procedures: Screen the tenant(s) utilizing our thorough Application process; secure a credit report with a credit score 600 or above. Background / reference checks to ensure all information provided is accurate and said prospective tenant is suitable for subject property. And to:

1. Execute the Lease Agreement.
2. Collect full Security Deposit and maintain said deposit in a separate escrow account.
3. Complete a Move-In Condition Report with Tenant(s)
4. Maintain accurate and current Repairs / Maintenance records
5. Oversee said maintenance and repairs to ensure quality workmanship
6. Renew and or terminate leases.
7. Collect rent, deposit said rent, and disburse proceeds in a timely manner.
8. Furnish Owner with a monthly Cash Flow Report as it pertains to the rent monies collected and the disbursement of said monies.
9. To coordinate / facilitate eviction(s) or any other legal actions with legal teams associated with the property. Owner(s) are responsible for all legal fees associated with property for any reason(s) deemed necessary.

**Tenant Locating Services**

Sea Glass Rentals & Property Management LLC will locate suitable tenant(s) for your property. Qualify the tenants through the following procedures: Screen the tenant(s) utilizing our thorough Application process; secure a credit report with a credit score 600 or above. Background / reference check to ensure all information provided is accurate. And to:

1. Advertise the property using our multimedia campaign advertisement plan
2. Show the property to prospective qualified tenant(s)
3. Execute the Lease Agreement and provide original copy to Owner(s)
4. Collect initial rent and full Security Deposit
5. Facilitate / Complete a Move-In Condition Report with Tenant(s)
6. Maintain accurate and current records as prepared by Sea Glass Rentals & Property Management LLC
7. Furnish Owner(s) a Transactional Cash Flow Report as it pertains to the rent monies collected and the disbursement of said monies.

**Property Maintenance**

Sea Glass Rentals & Property Management LLC will manage the care and maintenance of your property with great care. We offer the following services for your property. We will gladly customize a package for you to accommodate your needs. If you do not see a service that you are interested in please contact us and we can review the service with you.

1. Fall Clean up
2. Spring Clean up
3. Pressure washing
4. Lawn care; mowing, trimming & tree clean up
5. Snow plowing, shoveling & Sanding
6. Housekeeping services
7. General handyman services
8. City / Town Scheduled Inspections
9. Insurance Claims on Damages to Property
10. Inspections & Reports on Maintenance Repairs
11. Coordinating of Maintenance and Repairs
12. Coordinating remodel /renovations

**Seasonal Property Servicing**

Sea Glass Rentals & Property Management LLC will locate suitable tenant(s) for your property.

1. Seasonal open & closing
2. Advertise the property using our multimedia campaign advertisement plan
3. Show the property to prospective qualified tenant(s)
4. Execute the Rental Agreement and provide original copy to Owner(s)
5. Collect rent
6. Maintain accurate and current records as prepared by Sea Glass Rentals & Property Management LLC
7. Furnish Owner(s) a Transactional Cash Flow Report as it pertains to the rent monies collected and the disbursement of said monies.
8. Property checks as requested: weekly, bi-weekly or monthly
9. Fall clean up
10. Spring clean up
11. Pressure washing
12. Lawn care; mowing, trimming & tree clean up
13. Snow plowing, shoveling & Sanding
14. Housekeeping services
15. General handyman services

**Qualify Tenant(s) Lease Execution Services**

Sea Glass Rentals & Property Management LLC will locate suitable tenant(s) for your property. Qualify the tenants through the following procedures: Screen the tenant(s) utilizing our thorough Application process; secure a credit report with a credit score 600 or above. Background / reference check to ensure all information provided is accurate. And to:

1. Execute the Lease Agreement and provide original copy to Owner(s)
2. Collect initial rent and full Security Deposit
3. Facilitate / Complete a Move-In Condition Report with Tenant(s)
4. Maintain accurate and current records as prepared by Sea Glass Rentals & Property Management LLC
5. Furnish Owner(s) a Transactional Cash Flow Report as it pertains to the rent monies collected and the disbursement of said monies.

**In addition, we also offer the following Services customized to your needs on an individual basis. Contact us today to customize our services.**

Move-out / Trash-out

Interior Property Cleaning

Exterior Property Cleaning

Credit Check

Background Check

Criminal & Sexual Offender Check

Terrorist Check

Lease Agreement Renewals