

Henion Property Management

Schedule of Services

Henion Property Management is a fully licensed real estate brokerage dedicated to preserving and enhancing the value of our clients' investments. We provide full-service property management designed for discerning owners who prefer a truly hands-off approach. Every element of management—from leasing and maintenance to financial oversight and legal coordination—is handled with care, discretion, and professionalism. Our comprehensive 7.5% management fee includes all services listed below. There are no additional or hidden charges, and no fees are collected while a property remains vacant.

1. Tenant Management

- Lease Administration: Preparation and execution of state-approved lease documents and addendums, ensuring full legal compliance.
- Tenant Screening: Comprehensive applicant vetting, including criminal background, credit, and eviction history to ensure only qualified tenants are placed.
- Tenant Placement: Full leasing service for a one-time flat fee of \$350, covering marketing, showings, screening, and lease execution.
- Tenant Relations: Ongoing communication, prompt issue resolution, and professional tenant interaction to foster stable, long-term occupancy.
- Evictions: Coordination of legal processes through a trusted third-party attorney, ensuring protection of ownership interests.

2. Property Maintenance

- Vendor Management: Coordination with a network of well-vetted, reliable vendors to handle all repairs, maintenance, and specialized services.
- Emergency Response: Immediate attention to after-hours and urgent calls so owners remain unbothered—allowing true peace of mind.
- Routine Repairs: Oversight of day-to-day maintenance and preservation of property condition without owner involvement.
- Inspections: Comprehensive photographic move-in documentation and biannual inspections included as standard service.
- Preventative Oversight: Regular evaluation of property condition to identify and address potential issues before they escalate.

3. Financial Management

- Accounting & Records: Transparent bookkeeping with full ledgers, P&L; statements, and expense logs accessible through the owner portal.
- Reporting: Monthly financial summaries and property updates, including market observations and value trends.

- Tax Documentation: Year-end 1099 preparation and detailed expense reporting for simplified deductions.
- Budgeting & Forecasting: Upon request, preparation of annual budgets, expense forecasting, and profitability reviews to guide ownership strategy.
- No Markups: All vendor and repair costs are passed directly to owners at cost—never inflated or marked up.

4. Legal Compliance

- Regulatory Adherence: Full use of state-approved leases and compliance with all applicable housing regulations and codes.
- Lease Enforcement: Diligent administration of lease obligations, notices, and nonpayment actions per lease terms.
- Eviction Coordination: Management of eviction procedures through trusted legal partners, minimizing disruption to the investment.
- Continuous Oversight: Ongoing awareness of local housing laws and regulatory changes, ensuring the property remains fully compliant.

5. Owner Communication

- Monthly Market Reports: Regular newsletters and updates highlighting property value trends, local market shifts, and performance insights.
- Transparency: Owners may access real-time information, statements, and maintenance requests through the secure owner portal.
- Advisory Role: Periodic updates on property value and market positioning to assist owners in informed, long-term decision-making.
- Peace of Mind: Owners are relieved from all operational burdens while maintaining full financial and performance visibility.

6. Risk Management

- Insurance Oversight: Coordination with owners to ensure appropriate insurance coverage and efficient claims handling when needed.
- Emergency Preparedness: Proactive planning for contingencies, ensuring tenants are properly informed and owners remain protected.
- Documentation & Recordkeeping: Maintenance of detailed records for every inspection, repair, and transaction, safeguarding both owner and tenant interests.

7. Marketing and Leasing

- Comprehensive Marketing: Syndication of listings across all major rental platforms for maximum exposure.
- Professional Presentation: Photography, listings, and showings are handled in-house—no outside agents or commissions required.
- Market Evaluation: Pricing guidance based on current conditions to optimize rental income and minimize vacancy time.

- Seamless Transition: From marketing through tenant move-in, all steps are coordinated internally for efficiency and consistency.

Henion Property Management stands for competence, integrity, and quiet excellence. Our mission is to protect and grow the value of every property entrusted to our care, while ensuring owners enjoy a fully passive investment experience.