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Real Estate Inc.

—● [www.AccessLeeCounty.com](http://www.AccessLeeCounty.com) ●—





# We're Your Access to...

the #1 Real Estate and Property Management brokerage in Southwest Florida; encompassing all phases of the real estate industry including residential, commercial and land sales, as well as property management and asset management.

- Sales
- Rentals
- Property Management
- Commercial



# Meet Our Team



## **Michelle Stiger, Broker**

Graduate, Realtor Institute  
Certified Florida Residential Manager  
Community Association Manager  
Notary Public



## **Todd Stiger, Maintenance Coordinator/Inspector**

Certified Florida Residential Manager



## **Eddie Frost, Owner/Investor**

Certified Florida Residential Manager  
Real Estate Sales



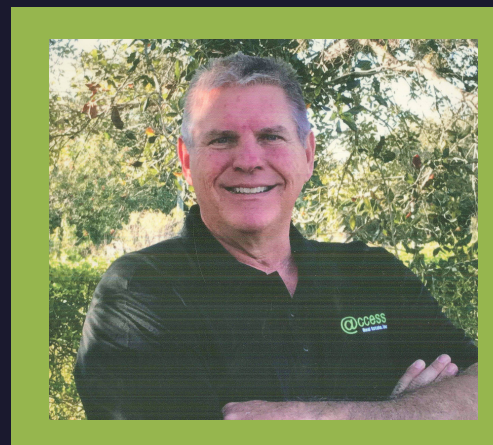
# Meet Our Team



**Jack Lewis, Realtor**  
Graduate, Realtor Institute



**Christina Guerrero, Realtor**  
hablo Español  
Licensed Site Developer



**William Young, Realtor**  
Investor

# Meet Our Team



**Paul DeYoung, Realtor**



**Paul Nelson, Realtor**  
Investor

# How We Screen Your Rental Applicants

*Our custom in-house screening combines personalized processing and advanced data search technology to keep the bad tenants out and attract long term, quality residents.*

One of the most important aspects of property management is the selection of a tenant. We realize that if we place a high quality, long-term resident, who pays their rent on time, and takes care of the property - everyone benefits. The results of our industry leading screening process speak for themselves. We have processed thousands of applications, so we know exactly what to look for in our applicant scoring process. While there is always an inherent risk in having a tenant in your home, the results of our industry screen processing speak for themselves: 99.5% of our tenants pay rent each month and our eviction rate is less than 1% per year. This is due in large part because of our applicant screening process.

All applicants are prescreened prior to ever seeing the property in person. This avoids having anyone who would not be qualified as a tenant for the property entering a vacant home for potential theft or vandalism. All property showings are performed by a licensed Real Estate Agent, we never allow an applicant to enter the property unaccompanied by a professional.

We do not charge any type of minimum management fee during the vacancy of a property. We only charge our management fee as a percent of actual rent collected. So, when your property is vacant, you do not pay any management fees.

## 12 POINT SCREENING PROCESS

- **Income**
- **Employment**
- **Credit Check**
- **Pre-qualifications**
- **Eviction Check**
- **Landlord Verification**
- **National Sex Offender Check**
- **Public Records**
- **National Criminal Check**
- **Bankruptcy Check**
- **Collections History**
- **Pet/Service Animal/ESA Verification**



# Lease Execution & Renewals

*Our system is designed to ensure you as the property owner do not have to be involved in any of this process – we do it all for you!  
During the lease signing process and lease renewal process you can expect the following:*

- After a qualified applicant is approved, we prepare a comprehensive and legally updated lease agreement from The Law Offices of Heist, Weisse, & Wolk, PA. We also include multiple lease addendums (lead-based paint, drug and crime free addendum, mold addendum, pet addendum, etc.) to ensure you, your property, and your tenant are legally protected to the full extent of the law.
  - We collect the first month's rent or prorated rent amount and security deposit at the time of signing. The Securing Tenant fee is charged to you when the applicant pays the first full month of rent.
  - The property is rekeyed between every tenant – we have this done for the protection of everyone involved.
  - We insure the property meets all of the safety requirements required by law
  - We schedule and coordinate property assessments and walkthroughs before, during, and after a tenant move-in.
  - Our tenants receive new keys and online portal access – Our secure key handling system works to minimize liability and keep our residents and properties safe and secure.
  - Once a lease has been renewed, a copy of the lease will be sent to you via email for your records. You will see the Lease Renewal fee charged on your owner statement.
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# GETTING YOUR PROPERTY RENT READY

*We are committed to providing safe, clean, and properly maintained homes to our residents.*

*In order to comply with the Florida Landlord-Tenant Law, and Access Real Estate standards, these items must be completed before we will advertise and rent a property.*

- Professionally cleaned to 'Hotel Room Clean'.
- Carpet professionally cleaned and looking fresh.
- No personal property or items in the unit. This includes furniture, toiletries, shower curtains, cleaning supplies, soap dispenser, pictures, etc.
- Safety railings secure.

- All doors/locks working smoothly and door stoppers installed.
- All mechanical components working as designed. Includes HVAC, plumbing and electrical systems, kitchen appliances, laundry appliances, sump pumps, water softeners, etc.
- Window screens and screening on porch or lanai must be free of tears or holes.

- Garage clean of spider webs, floor swept.
- Lawn cut and trimmed; landscaping trimmed with property line free of overgrown trees. No exterior debris.
- Smoke detector in each bedroom with new batteries.
- All light bulbs working.
- No lawn equipment including mowers, tools, etc.

- Property interior must be free of pests and/or rodents.
- Windows must open, close, and lock properly.
- All appliances must be in working condition.
- HVAC system must be functioning properly with a new AC filter in place.



# Marketing

*Effective marketing is a key to attract high quality applicants. We prepare a custom market analysis for each property we manage to determine the optimal rent to maximize your return on your investment.*

Our goal is to obtain a highly qualified applicant as quickly as possible. We provide a competitive rental price analysis which combines market data with our professional knowledge of current market conditions to give you the most competitive and accurate pricing. Our goal is to be realistic and effective at the same time so we can maximize your rental income.

We have photos done for each of our properties. These photos result in renting the property much faster. We partner with other listing platforms (such as Trulia, Realtor.com, Rentals.com, our local MLS, etc.) to ensure your property is receiving the exposure it needs to stay occupied. We utilize our social networking platforms to showcase your property as well. When homes are rent-ready, we are able to market within (48 business hours) of the last vendor completing their work.





# Eviction & Pet Protection for Your Rental Investment

*Did you know that the average cost for an eviction filing not including the loss of rent is more than \$500? We offer protection for you against the items listed below with our optional Landlord Insurance Policy. As an Access Real Estate owner-client you can relax and let us handle everything!*

- Loss of rent due to eviction, death of a tenant, or tenant skip.
- Reimbursement of eviction and legal fees paid.
- Malicious damage caused by tenants.

This insurance policy is available only through Property Management companies and can be purchased for an additional fee of \$445/year per property; that is less than the cost of a typical eviction. Access Real Estate will activate the policy on your behalf and handle any filing of claims as needed. Policies are effective within 24 hours and all payments for claims are paid to Access Real Estate within 48 hours. Please see the included flyer or contact a member of our staff for details.



# Our Risk Mitigation Guarantee

*Because our screening is so good, and our processes are so tight, we are able offer you this guarantee...we will reimburse you up to \$1,000 in pet damage (to a maximum of \$1,000 per lease) if these costs exceed the amount of the tenants' security deposit.*

## Plan Administration / Eligibility Requirements:



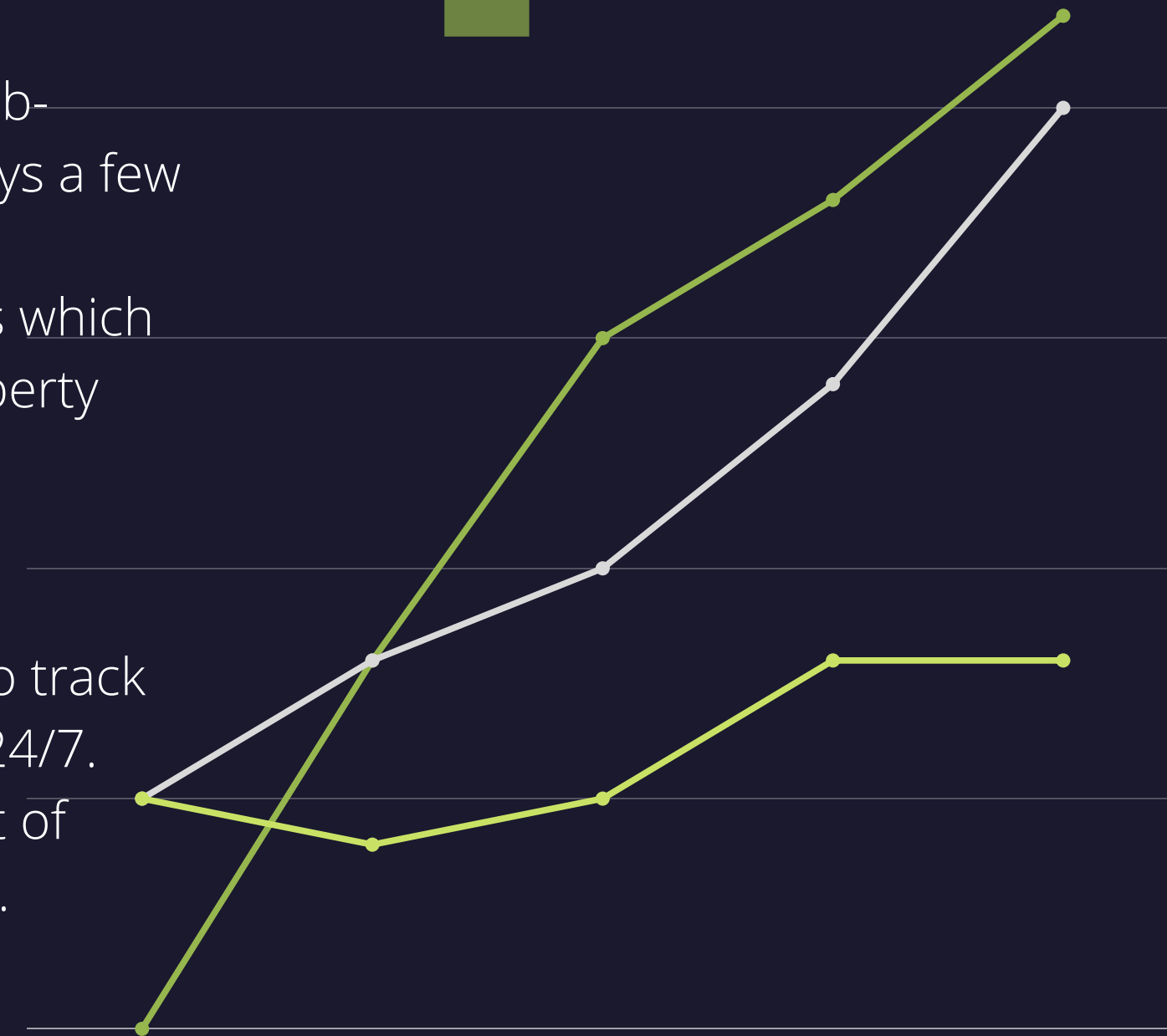
- Landlord account with Access Real Estate must be in good standing and with no violations of the terms of the Residential Management Agreement. Termination of the Residential Management Agreement shall cause enrollment in Risk Mitigation to immediately terminate and Access Real Estate shall not be responsible for any claims either past or future.
- Resident must have been procured by Access Real Estate and on an Access Real Estate lease agreement with a start date of July 1, 2021 or later.
- All charges for pet damage will first be billed to the resident. Access Real Estate will first attempt to collect funds from resident to reimburse owner. If Access Real Estate does not collect these funds from resident, then Access Real Estate will pay these expenses within the coverage limits stated above.
- All amounts due from resident for pet damage will first be deducted from the resident's security deposit, and Access Real Estate will pay any amount over the security deposit to the maximum payout amount. Access Real Estate will have a first claim position against resident for any payment(s) recovered.
- The maximum payout by Access Real Estate per lease agreement will not exceed \$1,000.
- All payouts by Access Real Estate will be made after the resident has vacated the premise and after the completion of the security deposit disposition by Access Real Estate. Any lease or pet administration fees charged to the resident will be retained by Access Real Estate.
- This guarantee applies only to animals approved by Access Real Estate and does not apply if a resident has an unapproved animal. This guarantee excludes service animals and emotional support animals per Fair Housing guidelines.



# Comprehensive Financial Reporting

*With our detailed financial reporting tools and online owner portal, it's never been easier for you to keep tabs on your investment.*

- We track your financials and report to you monthly through our secure, online web-based accounting systems. With our detailed financial reporting tools, you're always a few clicks away from checking-in on your investment.
- As an Access Real Estate owner-client you will have an online secure portal access which contains all of your related property documents, including inspections of the property and downloadable copies of the management agreement, the lease, paid vendor invoices, and monthly and annual financial reports – all available for download.
- Tracking payments, expenses, and all other property related finances can be time consuming and confusing. Our team uses Rent Manager management software to track and manage these for you, so they can be organized clearly and available to you 24/7.
- You are paid your rent money each month by direct deposit to your bank account of choice on the 10th of every month or you can elect to have a check mailed to you.
- You receive a Form 1099-MISC at year-end for tax preparation.
- We also provide you an annual Profit & Loss statement per property.



# Maintenance and Property Inspections



*The quality of a property is directly proportional to the quality of resident it will attract. A home that is well kept results in quicker rentals, less turnover, and happier tenants.*

**Protecting and maintaining your home is a top priority to us. In addition, we upload inspection photos to your owner portal/email so you can review them from any device. As with any property, maintenance is a given - which is why our goal is to get the job done without interrupting your nights, weekends or holidays!**

**A national survey asked good tenants 'why did you decide to move?' The #1 reason given was "poor maintenance service from my property manager". By addressing maintenance promptly and professionally - your property will be protected and your tenant is more likely to stay long-term.**

- **We conduct routine annual inspections before lease renewal and prepare a detailed property survey report to ensure your investment is protected. During the first year of tenancy, the property will be inspected quarterly at no additional cost to you. \*Additional inspections are available upon request for an additional fee.**
- **No more midnight interruptions, we are on call and available 24/7. We will take all tenant maintenance requests on a 24/7 basis and handle all maintenance work as needed.**
- **Tenants can submit work orders via our maintenance request link in our Tenant Portal or in case of emergencies through our 24/7 repair center hotline.**
- **Tenants can get in touch with the on-call property management staff with their maintenance requests at any time of the day, 365 days a year.**
- **We have an extensive network of subcontractors in all trades such as handymen, painters, electricians, plumbers, flooring installers, HVAC specialists, and appliance technicians. Because of the volume of work our company requires, we can receive high quality service at fair prices and priority scheduling. This saves you time, money and headache.**
- **All vendors are paid from the rental income and copies of the invoices directly from the vendor are available to you via the online owner portal.**
- **Access Real Estate does not charge a Maintenance Coordination fee nor is there any markup on the charge from the vendor. Everything is included in your management fee.**





We only work with vendors that provide high quality work and craftsmanship in their field. In addition, we require our vendors to hold proper insurance and licensing.



We only work with vendors that provide competitive and fair pricing. As we have lots of work to be done, we are often able to negotiate less than market pricing.



We require our vendors to contact and coordinate with our tenants within 24 business hours for non-emergency and immediately for emergency repairs.



# HOW WE QUALIFY OUR VENDORS

