

ABILITY REALTY

7360 East 22nd Street
Tucson, Arizona 85710

Property Management Division



(520) 296-7143 Business
(520) 721-6365 Fax

david@abilitytucson.com
www.abilitytucson.com

Ability Realty

Property Management Division

Prior To Tenant Occupancy

Marketing

Below are a few of the steps we take to secure a tenant for your property:

1. Our number 1 method for finding a tenant is our 'For Rent' sign. Prospective tenants are already aware of the area and property style before calling.
2. We "list" the property for rent through companies that sell vacancy lists to prospective tenants
3. Placing the property in our Multiple Listing Service that makes it available to over 3000 Realtors, 24 hours a day. These listings are also available to the public through www.tarmls.com!
4. Making use of various online services such as Craigslist.
5. Listing your property with Automated Housing Referral Network (AHRN.com), the website sponsored by the Department of Defense designed to improve the process of securing available housing for relocating military members and their families.
6. Marketing your property on our own website property management website at www.abilityrentalhomes.com.

Approving Tenants & Lease Execution

1. The following steps are taken to approve a prospective tenant. Should there be substantial negative items in the credit or verifications, the tenant will either be rejected or we will consult with you prior to approval.
 - Credit Reports are run on all prospective tenants
 - Employment and Income are verified
 - Prior residence (owned and/or rental)
 - Check of Pima County records for any prior Judgments for non payment of rent
2. A "deposit to hold" the property will be taken until tenant signs the lease and takes possession. The deposit will be credited to the Security Deposit upon execution of the lease.
3. Tenant signs the lease after approval. Tenants are provided with applicable CC&R's and Rules & Regulations for Homeowners Association when applicable.

During Tenant Occupancy

Rent Collection

1. Rent is due on the first day of the month, and is late after the fifth day.
2. “Five Day Letters” are sent out by the tenth day of the month to tenants who have not paid their rent.
3. The eviction process will begin around the 20th of the month if rent still has not been received. A representative from Ability Realty will attend the hearing. A typical eviction will cost around \$200 including court costs, process service, and attorney fees (Arizona Law does not allow us to represent you in court without an attorney).
4. Once the Judgment is issued for nonpayment of rent, we should have possession of the property within 10 days.

Maintenance

1. Tenants call us directly to request maintenance. Maintenance not scheduled through our company may not be paid or reimbursed.
2. All repairs/maintenance is performed by outside contractors. Employees of Ability Realty do not do repairs.
3. We require \$200.00 to be kept in the Owner Reserve Account to pay for any repairs/expenses that occur between rent payments. For multiple unit properties, the amount of the Owner Reserve Account will be an amount agreed upon by the owner and Ability Realty. The owner must approve any expenses that exceed \$200.00 except in case of emergency or if the owner cannot be reached.

Statements / Proceeds

1. Statements are mailed to the owners by the 20th of the following month (ie. The May statement would be mailed by the 20th of June).
2. Your monthly statements will include the current month’s proceeds. Alternatively, your proceeds can be deposited into a local Tucson bank.
3. Your December statement will be a year-end statement that you can use for to help complete your tax return for that year. You will also likely receive a 1099-Misc form sometime in February as required by the IRS.