



**AETNA
PROPERTIES, INC.**

Property Management Client Services

Expect these services and more:

- Inspect and inventory vacancies
- Contract and supervise cleaning, painting, maintenance, repairs
- Advertise and post signs for vacancies
- Schedule and conduct showings
- Provide knowledgeable, helpful information on amenities, schools, utilities, etc. to prospective tenants
- Select optimum tenants for your property
- Execute rental/lease agreements which clearly state obligations of tenants and landlord
- Meet and exceed all legal requirements and expectations of the Oregon Landlord/Tenant Act
- Coordinate transfer of utilities and accounts
- Respond immediately to tenant calls with prompt, friendly service
- Establish and maintain positive relations with tenants
- Resolve tenant disputes fairly and effectively
- Monitor property regularly to ensure proper maintenance and care
- Collect rents on time
- Disburse proceeds exactly as you specify
- Determine rental rates and appropriate increases, with your approval, to ensure the maximum return on your investment
- Administer Client Trust Accounts
- Provide personalized services at your request, including landscaping, renovation and refurbishment, customized accounting