



Office: (678) 710-8056 * Fax Number: (678) 840-7843
400 Overlook Business Park
1360 Union Hill Road ~ Building 4, Suite G
Alpharetta, Georgia 30004

Hello and Welcome,

Platinum Property Management Services is pleased to have you as our client and to be your full service property manager. In an effort to have clear communications and expectations, we have designed this letter to be a reference for you.

Utilities: Gas, water, electric - you must keep them on at the property during the listing period. Air cond. must be on in summer and the heat on in the winter. Schedule utility transfer out of your name - 3 days after the new lease begins. The tenant will schedule the utilities to be turned on or before that time.

Cassie will notify you of showings and activity on the property in bi-weekly email reports. Pete will notify you when an application has been approved and the details of that application and lease terms.

Once your property has a tenant in place and upon confirmation of good funds from the tenant, Todd will disburse funds according to the lease and homeowner contract. Your monthly statement will be e-mailed shortly thereafter.

We appreciate your business and the trust you have placed in us to manage your property. We pride ourselves on our customer service & we will work hard on your behalf.

- Office phone: 678-710-8056
- Extensions: <Jan ~301> ~ <Phil Ext 302> ~ <Pete Ext 303> ~ <Todd Ext 304>
- Extensions: <Mike Ext 305> ~ <Tony Ext 306> ~ <Cassie Ext 1>
- Office fax: 678.840.7843
- Office Hours: Monday - Friday 9am - 5pm
- New Listings: Phil@platinumrentalproperty.com
- New Listings & Marketing: Janice@platinumrentalproperty.com
- Maintenance: Mike@platinumrentalproperty.com
- Inspections & Maintenance: Tony@platinumrentalproperty.com
- Accounting: Todd@platinumrentalproperty.com
- Leasing: Pete@platinumrentalproperty.com
- Leasing Agent & Feedback: Cassie@platinumrentalproperty.com

Sincerely,

Platinum Property Management Services

