



What does Platinum Property Management do as your Atlanta Property Manager?

- Evaluate the property and determine an accurate rental rate and help establish good ROI
 - Detailed documentation of interior/exterior including pictorial timeline for property
 - Suggest recommendations to prepare the home for market
- Market the property for rent.
 - Manage aspects of tenant- landlord relationship to ensure marketing meets standard required by HUD, Fair Housing, State and local antidiscrimination laws, GA Real Estate Laws and Tenant Landlord laws.
 - Custom advertisements specific to your property and property features.
 - Distribute advertisement to 100+ websites, AtlReal Estate Brokerages, Yard Signs and flyers. Social Media exposure via facebook, pinterest, google+, linkedin and twitter.
 - Manage calls, inquiries and relationships with co-op Realtors/Agents
 - Schedule appointments to show the home on 7 days a week
 - Provide tenant prospects with online rental applications that easily accessible with any electronic device. Applications that are legally compliant with fair housing laws.
 - Processing applications and application fees.
- Application Processing
 - Perform various background checks, credit checks and employment verification. Landlord history and bank statement/proof of income.
 - Negotiate contingency items with landlord and tenant
 - Accept/Deny tenant based on office standards of approval and fair housing laws
 - Correspondence with applicant on approval or denial
- Preparing for Move In
 - Prepare leasing agreement and confirm dates of occupancy
 - Review leasing agreement with tenant and guidelines for rental payments, policies,
 - procedures
 - Confirm all documents have been executed correctly
 - Collect funds
 - Provide report and pictorial timeline of condition of home at move in.
- Financial
 - Accounting and property management services
 - Provide annual statement for tax purposes
 - Detailed documentation of expenses, rent receipts and direct deposits via online portal
 - Archive historical data (HOA guidelines, tax records, paid invoices, leases, renewals, maintenance and home warranties
 - Online monthly owner cash flow statements with itemized list of income and expenses
- Rent Collections
 - Receiving Rent, streamlined via online portals
 - Collection of late payments
 - Enforcing late payment fees
- Evictions

- Discuss with landlord alternatives to eviction lawsuit
 - Filing paperwork for unlawful detainer action
 - Representing Landlord in court
 - Coordinating with law enforcement to remove tenant possessions
 - Meeting law enforcement during eviction
 - Termination notices to Pay Rent or Quit
 - Termination notices to Cure or Quit
- Legal
 - Abide by Real Estate Laws, Tenant Landlord Laws, Fair Housing Laws ,federal, local and state laws as it applies to maintenance and leasing of a residential home
 - Advise landlord of legal disputes or litigation
 - Manage violations of the lease agreement
- Inspections
 - Provide a pictorial timeline of condition of home during tenancy.
 - Send reports and photos to homeowner
 - Report overall condition of home during tenancy
- Responsive Maintenance Systems
 - Manage subcontractors for home maintenance and repair items
 - Hiring licensed and insured third party contractors that are up to code
 - No additional surcharges on maintenance or repairs
 - Manage and coordinate 7x24 emergency maintenance requests and repairs
 - Assist with preventative maintenance utilizing tenant feedback and periodic property visits during tenancy
 - Trash removal and lawn care as requested
 - Online logs and archives or requests and repairs
 - Easy access on online maintenance and repair request forms
 - Updating tenants and landlords of status of repairs
- Tenant move out
 - Notify tenant of policy and procedures for move out inspection
 - Coordinate inspection with tenant, meeting tenant at property and address questions, concerns and potential charges as it pertains to potential tenant damage charges
 - Assess deductions for cleaning, damages and unpaid rent
 - Security deposit itemization and pictorial timeline during tenancy as governed by GA Real Estate Laws, tenant landlord laws and fair housing laws
 - Certified/Return receipt requested notification of charges
 - Mediation and Arbitration
 - Credit landlords account of tenant deposit held for repair
 - Return balance of security deposit to tenant as governed by GA Real Estate Law, Fair Housing, local and state laws.
 - Coordinate cleaning and repair services
 - Rekey locks
 - Establish new rental rate for re listing the home