

COLLEGE TOWN
REALTY
PROPERTY MANAGEMENT

Personalized & Professional
Rental Management Service

We offer the following Rental Services

- Tenant locator service.
- Property Management service

College Town Realty
522 G Street Davis, CA 95616
Tel: (530) 753-1500 Fax: (530) 753-1503
Real Estate Broker: Ching Y. Chang
E-mail: cychang@juno.com
Web site: collegetownrealty.net

...Serving UC Davis and the Davis Community since 1979

TENANT LOCATOR SERVICE

- Advertise your property.
- Show the property and locate tenant.
 - Process rental application.
 - Sign lease with tenant.
- Render a one time statement of receipts and disbursements.

Fee for Tenant locator service: One half of one month's gross rent.

PERSONALIZED/PROFESSIONAL MANAGEMENT SERVICE

- Advertise the property.
- show the property.
- Obtain and process applications for prospective tenants.
 - Negotiate all leases, subleases, and renewals.
- Inspect property and keep an inventory statement on file.
- Collect monthly rents, security deposits, and last month's rent
- Arrange and supervise all maintenance services for minor and major repairs.
- Provide owner with an itemized monthly statement of receipts and disbursements
 - Provide a check of net proceeds to the owner on a monthly basis.
- Handle payments for mortgages, H/O Association fees, gardening bills, water/sewer/garbage bills, taxes and insurance.
- Represent owner in Small Claims Court in any suit involving tenants, and process any necessary evictions.
- Perform a final inspection upon termination of a lease. Refund to the tenant deposit (minus any itemized damages/charges), within 21 days of move out.

Our fee for personalized & professional management services:

- 6% of the collected gross monthly rent.
- (+) plus the Tenant locator service fee is charged if a new tenant is located by College Town Realty.

In addition to our property management services,
We also deal with all types of real estate sales (residential & commercial).
Call Real Estate broker, Ching Chang, **CRB, CRS, CCIM** for more details...

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