

PROPERTY MANAGEMENT

Prudential Laney offers a professional Property Management service for both local and out-of-town owners of rental property at very reasonable commission rates.

One time set up fee of \$150.00

Long Term Rentals –

Twelve (12) percent

Commercial Property Management –

Based on individual units

HOA Management –

Based on individual neighborhoods

- INSPECTION & EVALUATION OF PROPERTY
- ADVERTISEMENT OF PROPERTY
- SHOWING OF PROPERTY
- UTILITIES
- SECURING LEASE
- COLLECTION OF RENT
- SECURITY DEPOSITS
- FINANCIAL ACCOUNTING
- REPAIRS AND MAINTENANCE (optional)
- COURT ACTION
- ADVICE AND INFORMATION

COVENANT We are licensed by the North Carolina Real Estate Commission to conduct business in North Carolina. We are familiar with the local, state, and federal housing laws imposed upon the owners of rental property. We have a commitment to comply with these requirements and obligations. As the owner's agent, we are required by law to represent the owner's interest to the best of our ability. If given the opportunity to manage your property, we pledge to do this for you. We will be happy to furnish references by request.

OUR SERVICES

INSPECTION & EVALUATION OF PROPERTY

#1 To determine prevailing rent under current market conditions and repairs necessary in order to prepare the unit for rental.

#2 Walk through after tenants have vacated to make decisions regarding the return of security deposits.

#3 Inspection of properties periodically to assess general upkeep / condition of the unit and advise of any upgrades or improvements required.

ADVERTISEMENT OF PROPERTY

We will write and place advertisements for the property, and with your approval, a “For Rent” sign will be placed on the property to facilitate the leasing effort. We advertise all available properties on our local Multiple Listing Service, and on our web site www.laneyrealestate.com, We also run daily classified ads in our local newspapers . We pay all advertising expenses.

SHOWING OF PROPERTY

We facilitate showings of the property to prospective tenants, as well as performing necessary screening of applicants.

UTILITIES

We arrange for the transfer of utilities on behalf of the owner when unit is vacant. We provide new tenants with information to transfer utilities to their name once rented.

REPAIRS AND MAINTENANCE (Optional)

We will arrange and supervise any necessary repairs and maintenance to your property. We perform “competitive shopping” for the best prices and quality of workmanship. Our commission rate for this service is ten (10) percent of the total repair bill.

SECURING LEASES

We will make every effort to secure a tenant which meets your specifications and approval. We screen prospective tenants via an online credit reporting agency (credit, income, employment, criminal background, prior residences etc). We will secure a written lease, signed by the tenant as well as collect a refundable security deposit and non refundable pet fee (if applicable). We ensure that the lease complies with the Residential Rental Agreement laws of North Carolina. We will negotiate lease renewals and rent increases as required.

COLLECTION OF RENT/COURT ACTION

We will collect rent and disburse these funds as directed by you We follow up with late notices and collection calls when applicable. We maintain files on all tenants, including current charges, late charges, security deposits, pet fees, utilities etc. When necessary, and with approval, we will institute and prosecute such Judicial actions and proceedings as required to recover rents and/or evict tenants.

SECURITY DEPOSITS

Security deposits in the amount allowed by law and specified by you will be collected and deposited in a trust account in compliance with the laws of North Carolina.

FINANCIAL ACCOUNTING

We account for and monitor individual balances. We maintain complete records on each rental unit, including back up documentation for both revenue and expenditures. You will be furnished a statement for your property each month. We will provide an I.R.S. form 1099 to owners at the end of each year which reflects gross income collected during the year.

EMERGENCY AFTER HOURS

Our staff carry cell phones 24 hours a day in order to respond immediately to emergency maintenance issues that could otherwise displace tenants and cause property damage.

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