

PROPERTY MANAGEMENT

Dynamic Properties of Colorado is a full real estate company offering professional real estate services and now residential property management. Our services are in the areas ranging from Denver Metro to Fairplay and include cities such as Denver, Littleton, Lakewood, Morrison, Aspen Park, Conifer, Bailey, and Jefferson to Fairplay.

SERVICES OFFERED:

Affordable Management Fees
In-depth Residential Screening
Licensed In-House Real Estate Brokers
Comparative Market Analysis
Frequent Interior and Exterior Inspections
Professional Accounting
In-House Maintenance, Landscape, Snow Removal and Cleaning Specialists
Preventive Maintenance Programs
Aggressive Marketing and Advertising

SCREENING PROCESS:

Dynamic Properties of Colorado goes thru a stage screening process with each tenant.

- 1) **Pre-screening Process:** We require a credit check and a background check on each prospective tenant, **at their expense.**
- 2) **References:** We contact the prospective tenants' current landlord and employer. We feel that past performance is the best indicator of future performance and that it is imperative to contact an applicant's employer to verify they have stable employment.
- 3) **Failure to Meet Guidelines:** In the event a prospective tenants credit score falls close to our predetermined minimum guidelines, we will require a co-signer/co-applicant to be added to the application and pre-screening process.

All of our business is conducted in keeping with the Fair Housing Act and all applicable federal, state and local laws.

DELINQUENCIES AND EVICTIONS:

Dynamic Properties has a policy for handling tenants who fall delinquent. As property managers it is our job to collect rents from tenants and we follow strict processes when collecting delinquent rents from tenants.

Unpaid rents become past due on the fourth of each month. As property managers it is our job to collect rents from tenants. Our late rent collection processes starts with late notices and telephone calls directly from our Accounts Receivable department. Our team works with the tenant on payment arrangements until rent is collected. After exhausting all efforts to collect rent, if rents remain unpaid, we serve an eviction notice.

In the event an eviction notice does not result in the rental account being paid, we will proceed with the eviction process through the courts. We are familiar with the state and local laws governing evictions. In most cases we are able to collect rents or set up a suitable payment arrangement in a timely fashion.

ACCOUNTING:

Every month we process owner's statements and reconcile each property owner account and process payment to you at that time. At the end of each year, we process Form 1099 and a complete income and expense report. These accounting procedures are done in accordance with the timeframe set forth by the Internal Revenue Service. Our accounting department is available to answer any accounting question you may have about any income or expense.

PROPERTY MAINTENANCE SERVICES:

Our own experienced team of maintenance technicians and our extensive network of contractor's means we can provide necessary repairs at the lowest possible cost to you. From painting and new carpet to complete renovation and restoration.

Thank you for the confidence you place in us and allowing us to privilege to serve you!