



Old Jamestown Realty LLC will take care of all your property management needs! Call today!

Our staff will get your house ready to be rented

- Old Jamestown Realty will meet with you to evaluate your property and make recommendations on how best to prepare your property to obtain the optimal monthly rental amount.
- We will coordinate the completion of any maintenance or repair items you have approved using our extensive network of qualified vendors to ensure all work is completed.
- We will determine the optimal monthly rental amount for your property using market condition information.
- We will execute our targeted marketing program utilizing professional networking, other referral sources, St. Louis Area Multiple Listing Service, circulars, property signs and our website.
- We will promptly pursue all leads and inquiries and schedule showings of your property during the week, evenings and weekends.

We will thoroughly screen all applicants

- We will thoroughly review each prospective tenant's rental and credit history, including checking for prior evictions and any criminal history, all within the Fair Housing Guidelines.
- We will verify your new tenant's current employment and stated income.
- We will contact your new tenant's previous landlord(s) to verify payment history and care of property.
- We will discuss the results of the screening process with you and make our recommendation.

We'll coordinate the Move-In of all new Residents

- Old Jamestown Realty handles all collection of the first month's rent and security deposit prior to your tenant's move in.
 - We prepare all rental and lease agreements.
- We will document your property's condition utilizing our original move-in forms, which are accepted and signed by the resident.
- We will instruct your resident regarding rental payment terms and required property maintenance.

We receive all rents for your property

- Old Jamestown Realty will promptly collect your rental income from your tenant at the beginning of each month.
- We handle all "Pay Rent or Quit" notice if rent has not been paid by the Fifteenth day of each month and coordinate any evictions, if necessary, with your attorney.

We will provide detailed monthly accounting reports

- Our Accounting Department will disburse the rental proceeds on a monthly basis and we'll provide you with monthly itemized statements showing income and expenses related to your property.
- At the end of the year, we will provide you a year-end accounting summary of your account.

We will coordinate complete property maintenance services

- We coordinate any necessary 24 hour emergency repair services.
- We minimize the cost of repairs and maintenance using our extensive network of contractors, vendors, and handymen.
- We coordinate property reconditioning, including painting, flooring and carpet cleaning.

We act at the Resident Liaison around the clock, on your behalf!

Call Mike or Michele today to find out more about our flat monthly management fee and our low-cost leasing services! 314-496-7198