

## \* Questionnaire for Interviewing Property Managers

### **Placement of Tenants**

- ◆ Tenant Check
- ◆ Criminal Check
- ◆ Fair Housing Laws

### **Repairs**

- ◆ Maintenance
- ◆ Contractors
- ◆ W-9 forms
- ◆ Insurance Certificates
- ◆ Estimates
- ◆ Emergencies

### **Notices**

- ◆ Send out late payment notices
- ◆ Water/Sewer Bills
- ◆ Tall Grass/Weeds
- ◆ Snow
- ◆ Outdoor Trash
- ◆ Misc.

### **Eviction Process**

- ◆ Notification
  - ▶ Regular
  - ▶ Sec 8
- ◆ Contacting Attorney
- ◆ Going to Court
- ◆ Timing

### **Permits & Inspections**

- ◆ Construction/Repairs
- ◆ Township LL License
- ◆ Yearly inspections
- ◆ CO/Fire inspections

### **Inspections**

- ◆ Visual property inspect

### **Government Programs**

- ◆ Sec 8
- ◆ HUD
- ◆ TRA – Temp Rental Assistant

### **Money**

- ◆ Collecting Rents
- ◆ Collecting Security Deposits
- ◆ Updating security Deposits
- ◆ Billing for repairs/damage
- ◆ Depositing Money in account

### **Accounting**

- ◆ How to report monies collected
- ◆ Cash/Accrual

### **Qualifications**

- ◆ Insurance
- ◆ Real Estate License
- ◆ Broker License
- ◆ Certifications
- ◆ Affiliations

### **Location of Property**

- ◆ Office
- ◆ Home
- ◆ Maintenance

### **Fees**

- ◆ Percent of Rent
- ◆ Placing New Tenant
- ◆ Going to Court
- ◆ Other fees