



PROPERTY MANAGER QUESTIONNAIRE

Property Manager Contact: _____

Management Company: _____

Management Address: _____

Management Phone & Email: _____

CSC Loan #: _____

Subject Property Address: _____

1. What are the various services that you offer to your clients?
2. How many rental units do you currently manage?
3. What experience do you or the company owner have in managing rentals?
4. What licensing, formal education, or certifications do you carry to perform your duties as Property Manager?
5. How do you determine rent amount?
6. Is your management contract standardized or are there special clauses?
7. Under what circumstances or conditions may the property owner cancel the management contract?
8. What are the management fees and / or pricing options available as managed or when the property is being rented?



9. What miscellaneous fees are charged for the management of the property?

10. Does the owner have to sell the property with the Property Manager if they want to list it?

11. Do you offer direct deposit for your owners?

12. How do you collect rent from tenants?

13. Do you conduct property inspections and, if you do, is there a charge associated with them? If property inspections or conducted, how often are they scheduled (i.e. twice yearly, annually)?

14. Do you offer a screening guarantee?

15. What steps do you take to market properties?

16. How long are your units or properties typically vacant?

17. What are your income and screening qualification requirements for applicants?

18. What control does an owner have over the tenant lease agreement?

19. Do you offer maintenance and / or service work and if so is their mark-up for maintenance and repairs?

20. Is there an onsite staff residence or office?