



PINNACLE REAL ESTATE & MANAGEMENT SERVICES, LLC

SILVER SERVICE PROGRAM

- Walk through with tenant prior to move in and after move out.
- Photograph all interior rooms and exterior of the property at move in/move out.
- Photograph to be kept on electronic file and copy emailed to property owner.
- Monitor exterior of property monthly (drive by).
- Interface with property owners regularly with regards to property or tenant issues.
- Arrange for services and repairs as needed. All billing to be forwarded to owner.
- Meet emergency repairmen at property to allow access when tenant is unavailable.
- Stay with repairmen during the repair process or until tenant returns.
- Periodically check property interior and exterior during prolonged tenant absence or vacancy.
- Notify owner of any needed repairs, improvements or preventative maintenance.
- Arrange for snow removal, trash removal, landscaping or coordinate with owners own service providers.
- Insure that services contracted for are being done in a timely manner, both routine and emergency.
- Use our extensive contacts for repairs, improvements and routine maintenance as needed.
- Provide a pleasant, worry free experience for the owner and tenant alike through communication and consistency.