



MATCH REALTY MANAGEMENT
PROPERTY MANAGEMENT DEFINED BY SERVICE

PROPERTY MANAGEMENT PROPOSAL REQUEST

MATCH REALTY MANAGEMENT
P: 201-357-0099 | F: 877-920-1979

MRM@MatchRealtyNJ.com

71 Grand Ave, Ste 2, Englewood, NJ 07631

WWW.MATCHREALTYMANAGEMENT.COM

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1. What is Property Management

Property management is the operation, control, maintenance, and oversight of real estate and physical property. Generally, we take responsibility for day-to-day repairs and ongoing maintenance, security, and upkeep of properties. We usually work for the owners of investment properties such as apartment and condominium complexes, private home communities, and vacation rentals.

Our roles are to manage routine tasks delegated to us by the owners and to preserve the value of the properties we manage while generating income.

2. What We Offer

The responsibilities of Match Realty Property Management generally involve the following:

- Screening potential tenants and placement
- Drafting, signing, and renewing leases on behalf of property owners
- Collecting rent
- Maintaining properties, including landscaping and snow removal
- Arranging for necessary repairs to properties
- Setting up and adhering to budgets for property maintenance
- Understanding state and national landlord-tenant laws and regulations
- Marketing properties
- Supervising our employees
- Providing financial reports
- Eviction
- Property inspection and midpoint walkthrough

3. Types of Property Management

- Single-family homes
- Vacation rentals
- Multi-family homes
- Townhouses
- Condominiums
- Apartments

4. Vacancy

Match Realty Management (MRM) is a full-service management company that works with tenants in locating apartments or commercial spaces. Our all-in-one firm releases the hassle Landlords face of finding, screening, and placing the right tenants. Our fees are paid for by the tenant unless otherwise agreed by the Landlord.

5. Vendor Services

MRM is affiliated with licensed vendors to assist with day-to-day property maintenance. Our affiliates include but are not limited to Contractors, Attorneys, Plumbers, Electrician, Landscapers, Snow Removal Service, Etc.

6. Technology

Never chase down rent ever again. We use technology for tenants to pay automatically online. We offer tenant screening to match you with the right tenant. We also provide your financial reports on a monthly and yearly basis. Online communication eliminates the back-and-forth maintenance requests with an easy-to-use portal.

7. Our Fee

Our fee is a small percentage of the monthly rent we collect. Please complete the Property Management Proposal Request form for us to determine your rate.

What Does the Fee Cover

Property Maintenance	Screening tenants
Handling emergency situations	Prepare the property after vacancy
Collecting rent	Property inspection
Advertising costs	Court Appearances
Leasing paperwork	7 days availability
Taking applications	Technology

Contract Setup Fee

A \$300 one-time account establishment fee per property that covers the cost of:

- Creating your account for bookkeeping purposes
- Opening or connecting your bank account if needed
- Assisting with applying for any required business or tax licenses
- Initial property inspection
- Informing tenants of change

Repairs and Maintenance

The landlord is responsible for the cost of trash removal, lawn maintenance, and snow removal. Landlords may provide cash reserve equivalent to 1 month's rent in an account to cover such costs.

Eviction Fee

The landlord is responsible for the cost of evicting a tenant, such as court filing, attorney, and collection.

8. Why Match Realty Management (MRM)?

Our exceptional desire to serve our clients is what drives us. We provide peace of mind and have the knowledge to guide you through challenging situations and circumstances.

Property owners who don't want the headaches of dealing with tenants and day-to-day property maintenance can benefit from our property management services.



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Property Management Proposal Request Form

Please complete and return the proposal request form for us to generate a fee tailored to your needs.
Complete one form per address.

Please select the services or package you would like MRM to render?

- ☐ Collecting rent
- ☐ Screening potential tenants
- ☐ Placement of tenant
- ☐ Drafting leases
- ☐ Renewing leases
- ☐ Landscaping
- ☐ Snow removal
- ☐ Arrange repairs to properties/ Vendor Management
- ☐ Financial reporting
- ☐ Marketing properties
- ☐ Eviction / Court Appearances
- ☐ Prepare the property after vacancy
- ☐ Property inspection
- ☐ Property midpoint inspection
- ☐ Online Rent Payment
- ☐ Collecting Rent Check
- ☐ Emergency Services

Packages (visit our website for details)

www.matchrealtymanagement.com

- ☐ Essential (Basic)
- ☐ Professional
- ☐ Premium

☐ Additional service(s) not listed

Property Address _____

Authorized name _____ Phone _____ Date _____