

Grand Realty Group, Inc.

Property Management. Rentals. Sales.



Office 847-223-0505 Fax: 847-990-0075

www.GrandRealtyGroup.com

Jim@GrandRealtyGroup.com

Grand Realty Group, Inc.

Located in Lake Villa, the heart of Lake County Illinois, we are a group of Real Estate professionals who have high moral standards and put our clients' interest first! Our team consists of professionals who have vast experiences in real estate and have a wide range of experience in the Northern Illinois Real Estate Market. Today's Market is very challenging and many people are looking to rent their properties and keep them as long term investments. Grand Realty Group, Inc. offers Property Management in Lake & McHenry Counties and their surrounding areas. Property Management has been in our blood for many years and now is proved to be a great asset in today's market.

Here is a guide to our property management services.

Grand Realty Group, Inc.

Step 1: Initial Meeting

- Evaluate property to determine market rent price
- Execute property management agreement and review Grand Realty Group services
- Determine repairs and maintenance that must be done prior to tenant
- Verify local and state government compliances for renting a property
- Provide Grand Realty Group with association documents, if any

Grand Realty Group, Inc.

Step 2: List Property for Rent

- List property on Multiple Listings Service (MLS)
- Market property to 100's of listing websites
- Process applications for potential tenants
 - Verification of Employment History
 - Verification of Rental History
 - Credit Check
 - Background Check
- Select applicant with recommendation from Grand Realty Group
- Complete Approval to rent, Collect deposit, Prepare lease
- Take property inspection photos
- Walk through inspection with tenant
- Familiarize tenant with property
- Tenant move in and exchange of keys

Grand Realty Group, Inc.

Step 3: Resident Moves In

- Process maintenance requests from tenant
- Handle emergency repairs to property
- Sustain seasonal repairs and maintenance
- Collect rent
 - Check, Electronic, Credit Card
- Payout homeowner
 - Direct deposit
- Inspection and photos every 6 months
- Financial property reports available online at all times
- 60 days prior to lease end, the tenant will be contacted for lease renewal or move out information

Grand Realty Group, Inc.

Step 4: End of Lease

➤ Resident Renews Lease

- Complete inspection and photos to determine repairs and wear & tear
- Tenant gets 30 days to repair significant damage found
- Prepare lease for renewal
- Complete new lease and any required association documents
- Return to Step 3

➤ Resident Moves Out

- Complete move out inspection and photos to determine repairs and wear & tear
- Make necessary repairs for new tenant
- Reconcile security deposit with tenants after expenses
- Return to Step 2

Grand Realty Group, Inc.

With Property Management

Without Property Management



Grand Realty Group, Inc

Property Management. Rentals. Sales

137 Cedar Ave

PO Box 814

Lake Villa, IL 60046

Phone: 847.223.0505

Fax: 847.990.0075

Jim@GrandRealtyGroup.com

[www. GrandRealtyGroup.com](http://www.GrandRealtyGroup.com)