



## Our Technology

Our goal is to provide you with the best service and manage your properties efficiently and effectively. Our team has invested in a complete and modern software solution, [AppFolio Property Manager](#). We are excited to share several of the new capabilities and how they will benefit you.

- **More effectively market your properties and fill vacancies sooner.** AppFolio allows us to quickly advertise vacancies online, posting to our website, and hundreds of other listing sites. Applicants can also apply right from their smartphones.
- **Price rentals right for your market and reduce vacancies.** AppFolio's built-in rental comparison tool provides actual rental rates for units similar to yours in the same geographic location. This insight allows us to maximize your revenue and fill vacancies faster.
- **Screen for the best residents.** Streamlined, built in resident screening includes standard background and credit checks along with past rent payment history. Screens can be completed in minutes – enabling us to place the highest quality residents quickly.
- **You will be paid faster and more securely.** New functionality provides our team the ability to deposit funds directly into your bank account. No more waiting for a check in the mail.
- **Collect rent faster with online payment options.** Modern residents expect easy, online payment options. AppFolio gives residents three convenient ways to pay electronically (Cash, E-check, or with a credit card).
- **On-demand access to your statements.** Owner statements are securely posted to an online Owners Portal, saving time and paper. These simple statements provide you with a quick snapshot of your property details for the past month. We can also include maintenance invoices and additional reports you request.
- **Handle property maintenance issues faster.** We use AppFolio for electronic work-orders and communication with vendors so we can quickly



**P R E M I E R**  
LEASING & PROPERTY MANAGEMENT

## Owners

### Premier Leasing & Property Management Is the Best Friend your Property Ever Had!

PLPM's experienced team is committed to providing outstanding customer service, financial results, turn-key processes and peace of mind for owners through our hands on approach. Services range from tenant screening, tenant placement to on-going full-time property management. PLPM strives to eliminate the aggravations and headaches many landlords experience when managing their property.

We specialize in managing single-family, multi-family residential properties and commercial properties. In order to effectively market a property for rent, it is critical that it is in a well maintained and clean condition. Not only does this set a standard for the care we expect your Tenants to give the property, but it also allows us to obtain full market value for rents, and do so with the fewest days of lost rent.

Premier Leasing & Property Management offers a wide range of services to custom fit your particular property management needs. No matter what level of management you select, you may rest assured that our professional and experienced team is committed to providing outstanding customer service to our owners and tenants.

### Full Service Property Management

We are in the business of match making, where we pair tenants and properties for the best fit. We begin by developing a custom marketing plan for your property including the web, print, signage and additional outlets depending on the property and targeted demographics for it. We provide maximum exposure for your property by utilizing the most up-to-date web based marketing tools, prospect management tools and multiple MLS boards. Because of the vast number of properties we manage, we field many calls on a daily basis that will generate potential leads for your property.

PLPM guidelines have been developed as a standard for all new properties enrolled for management, as well as currently managed homes that become vacant.

We strive to provide the services you need to keep your property rental ready!



# Owner Statement

## Owner Statements Available Online

Did you know that you can now access your owner statements online?

### Benefits:

- Concise statements covering the performance of your property for the previous month
- All data on your property is stored in a state-of-the-art data center
- Access information about your property 24/7
- Access information about your property from anywhere with an internet connection

### How it works:

In order to keep your financials secure, we use a state of the art portal system that requires you to login with an email address and password.

Each time you wish to view your reports, you must visit the portal and enter your email address and password. If you're a new user, you will be prompted to set up a password.



## Tenants Listed on Lease:

Information must be completed for each person(s) listed on lease & every occupant 17 years of age and over

Full Name \_\_\_\_\_

Complete Address (City, State, Zip) \_\_\_\_\_  
State Zip

Current home Telephone #(s) Mobile Telephone #  
( ) ( )

Email Address \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_

Emergency Contact # Emergency Contact Email  
( ) \_\_\_\_\_

Current Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

Current Employer Telephone #(s)  
( ) \_\_\_\_\_

Full Name \_\_\_\_\_

Complete Address (City, State, Zip)

State

Zip

Current home Telephone #(s)

( )

Mobile Telephone #

( )

Email Address

Emergency Contact Person

Emergency Contact #

( )

Emergency Contact Email

Current Employer

Employer Address

Current Employer Telephone #(s)

( )

Full Name \_\_\_\_\_

Complete Address (City, State, Zip)

State

Zip

Current home Telephone #(s)

( )

Mobile Telephone #

( )

Email Address

Emergency Contact Person

Emergency Contact #

( )

Emergency Contact Email

Current Employer

Employer Address

Current Employer Telephone #(s)

( )



## Owner Property Information

Property Address \_\_\_\_\_ Date \_\_\_\_\_

Primary Owner's Legal Name \_\_\_\_\_ SSN# \_\_\_\_\_

Owner's mailing address \_\_\_\_\_

Owner's phone#(s) \_\_\_\_\_ Cell \_\_\_\_\_

Owner's email \_\_\_\_\_

Secondary Owner \_\_\_\_\_ SSN# \_\_\_\_\_

Secondary Owner's mailing address \_\_\_\_\_

Secondary Owner's phone#(s) \_\_\_\_\_ Cell \_\_\_\_\_

Secondary Owner's email \_\_\_\_\_

Direct Deposit of Owner's Funds?    Yes \_\_\_\_\_ No \_\_\_\_\_

### **Individual able to act on my behalf if owner is unreachable (other than Spouse)**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone # \_\_\_\_\_

*\*\*If more than one owner, other than Spouse, fill out a seperate sheet for each owner.*

### **Warranty Info**

Company/Warranty Provider \_\_\_\_\_

Telephone # \_\_\_\_\_ Warranty No. \_\_\_\_\_

### **Home Owner's Association Info**

Association Name or Manager's Name \_\_\_\_\_

Telephone # \_\_\_\_\_

*\*\*If more than one owner, other than Spouse, fill out a seperate sheet for each owner.*

## Amenities (check all that apply)

- Pool
- Tennis
- Golf
- Clubhouse
- Playground

- Exercise Facility
- Equestrian Facility
- Marina
- Boat Storage
- Dockage

## Utilities

- Gas Company
- Water Company
- Electric Company
- Heating Company
- Sewer or Septic Company
- Waste Company
- Other

- # \_\_\_\_\_
- # \_\_\_\_\_
- # \_\_\_\_\_
- # \_\_\_\_\_
- # \_\_\_\_\_
- # \_\_\_\_\_

## Services Included (check all that are included)

- Concierge
- Doorman
- Gate Attendant
- Trash Pickup
- Road Maintenance
- Maintain Lawn & Flowerbeds
- Gas
- Water
- Parking \_\_\_\_\_

- Electric
- Heating
- Sewer or Septic
- Waste
- Cable Satellite Television
- Internet
- Pest Control
- Other \_\_\_\_\_

Property Address \_\_\_\_\_

Forwarding Address \_\_\_\_\_

Is property part of an LLC? \_\_\_\_\_

What is registered address for LLC? \_\_\_\_\_

What is the LLC's EIN#? \_\_\_\_\_

List members of LLC. \_\_\_\_\_

Will you allow pets? Yes \_\_\_\_\_ or No \_\_\_\_\_ If so, pet fee? \$250 \_\_\_\_\_ \$300 \_\_\_\_\_ or Other \_\_\_\_\_

Are there any types of pets you will not allow? Please describe: \_\_\_\_\_

Date we can start showing the property \_\_\_\_\_

Date new tenant can move in \_\_\_\_\_

Date the property and carpets will be cleaned (carpets need to be shampooed) \_\_\_\_\_

How much are we going to ask in monthly rent? \_\_\_\_\_

How much does your property cost you each month?

Payment \$ \_\_\_\_\_ Taxes \$ \_\_\_\_\_ Insurance \$ \_\_\_\_\_ HOA \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Are you going to be in a bind if the property sits un-rented for a month? \_\_\_\_\_

*Keep in mind your first check will come at the end of the first month the home is rented & it will only be 50% of the first month's rent (the tenant placement fee & mgmt. fee will be taken out, 50%).*

How do we schedule to show the property? (Only if occupied) \_\_\_\_\_





# PREMIER

LEASING & PROPERTY MANAGEMENT

4815 LaRoche Avenue, Savannah, GA 31404  
P.O. Box 30185, Savannah, GA 31410  
T: (912) 898-1682 F: (912) 897-0519  
E: info@savannah.lease  
www.savannah.lease

## Attn: Accounting

Premier Leasing & Property Management makes electronic payments to landlords. In order for us to do this, we need your bank routing number and bank account number. Funds will be deposited into the account you indicate. Please complete the information below and fax to 912-897-0519 or scan and email to [accounting@savannah.lease](mailto:accounting@savannah.lease)

\*\*\*PLEASE ATTACH A VOIDED CHECK TO THE BOTTOM OF THE FORM\*\*\*

Landlord/Owners Name \_\_\_\_\_

Payment Address (as it appears on bank account) \_\_\_\_\_

Landlord Address \_\_\_\_\_

Bank Routing # \_\_\_\_\_

Bank Account # \_\_\_\_\_

Please indicate type of account \_\_\_\_\_ checking or \_\_\_\_\_ savings

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

*Thank you in advance for your assistance and corporation. Please contact accounting or admin @ 912.898.1682, or email [customerservice@savannah.lease](mailto:customerservice@savannah.lease), if you have any questions or concerns.*

Sincerely,

Accounting Department

\*\*\*PLEASE ATTACH VOIDED CHECK HERE\*\*\*