

What Does The Leasing Process Include?

Marketing: We saturate the market with advertising to get your vacancies filled fast

- Advertise property on over 30 websites including S.I.G, Craigslist, Westside rentals, Weblisters etc.
- Install a "For Lease" sign on property with riders and agents phone number.
- Input and advertise the property in the MLS (multiple-listing service)*
- Hold open houses (normally twice a week) to meet prospective renters
- Coordinate/ Schedule additional individual appointments as necessary.
- Cooperate with other real estate agents and install a lockbox on property*

Screening: We thoroughly qualify tenants before signing a lease

- Have prospective renters complete an application and provide supporting documentation for application (pay stubs, tax returns, income and landlord verifications etc...)
- Screen all applicants over 18 years of age to verify they qualify to be a tenant
- Verify employment and income ratios using our companies strict guidelines
- Verify landlord references to find out if there were any issues, late payments, and if they gave notice to move.
- Run credit reports on every person over 18 years of age (including Credit Check, Criminal Background, and Eviction Search).

Leasing: No upfront fees. We are paid after your rent and deposit are collected

- Review the results of verifications with the owner before signing lease
- Confirm terms of Lease
- Sign lease agreement, collect first months rent and security deposit in certified funds before releasing keys
- Conduct detailed move-in checklist to document the condition of the property.
- Take multiple photos of interior and exterior
- Coordinate transfer of keys to the new tenant(s).
- Confirm utilities are switched over from the landlord to the tenants name
- Remove the lockbox once the property has been leased
- Follow up with new residents to see if there are any problems after moving in

*when an owner wants property in MLS

What Does Monthly Property Management Include?

Our goal is to minimize your liability and protect your investment. S.I.G. acts as the eyes and ears for your property. Here are some of the services our staff provides:

Accounting: Our office utilizes the most advanced management software in the industry

- Collect monthly rents in a timely manner
- Reconcile bank accounts monthly.
- Provide tenants access to pay rent online for free
- Pay bills for owner (property tax, utilities, insurance, HOA, handymen, gardeners etc.) as instructed
- Provide owner access to their unique internet portal to view historic financial reports at any time
- Disperse monthly owner draws via check or electronic deposit to their account
- Transmit electronic reports to owners twice monthly via email (preliminary and final reports)
- Prepare Final Year End Reports for owners to use for income tax purposes
- Review utility bills for excessive usage and possible leaks

Supervision: A Property Supervisor will be assigned to you and your property

- Conduct semiannual inspections of properties and units with reports sent to owners. Inspection include checking smoke detectors, carbon monoxide detectors, peeling paint, leaks, health and safety issues, general condition, unapproved pets, guests, etc...
- Coordinate maintenance with tenants and vendors
- Annually review with owner potential rent increases for their tenants based on rental comparisons
- Perform pre-move out inspections when tenants give notice to vacate
- Perform post move out inspection when tenants have vacated
- Prepare vacancies for rent. (Paint, carpet, blinds, cleaning, flooring, etc.)
- Prepare security deposit disposition and deduct any necessary charges to tenant per CA law
- A Property supervisor from SIG will be assigned to each Owner
- Our supervisors coordinate keys and meet vendors to confirm maintenance will be completed
- Review insurance with owner for adequate insurance coverage for the property

Other Services: We offer our clients a full suite of services to fit their requirements

- Represent the owner in the eviction process (if necessary)
- Prepare, post and enforce three day notices to pay rent as well as late fees that apply
- Keep up on Fair Housing and Tenant/Landlord laws
- Hire and utilize on-site managers if applicable
- Prepare 1099s to vendors at year end in compliance with IRS regulations
- Forward money judgments to collection companies
- Provide tenants the ability to send online maintenance request 24/7 through our online "Tenant Portal"
- Submit and required forms to California Franchise Tax Board for compliance
- Bill and collect SCEP and Rent Stabilization Fees from tenants (if applicable in City of LA)
- Can supervise and coordinate advanced capital improvements (new kitchens, baths, etc.) *
- Re-sign, negotiate, or extend leases *

*extra charges may apply

High Exposure, Big Results!

We advertise your property on over 30 different websites - maximizing exposure and minimizing vacancy periods

realtor.com®

trovit



Rent.com

Nestigator™

houses.com
Buy. Sell. Rent. Live.

Radpad

CampusCribz



hotpads.com™
the place to find your place™

ABODO



ZUMPER

iRent®

apartments.com

lovely vast



EveryRent.com

rentalads.com

condo.com

Show Me The Rent



S.I.G.

move®

REAL RENTALS.com

PROPERTY MANAGEMENT

RentLingo

apartment list



renthop.com

craigslist

Uloop Apartment guide®
Apartmentguide.com

Listanza

Zillow

RentalHouses

CALL It HOME

Rentals.com

trulia®

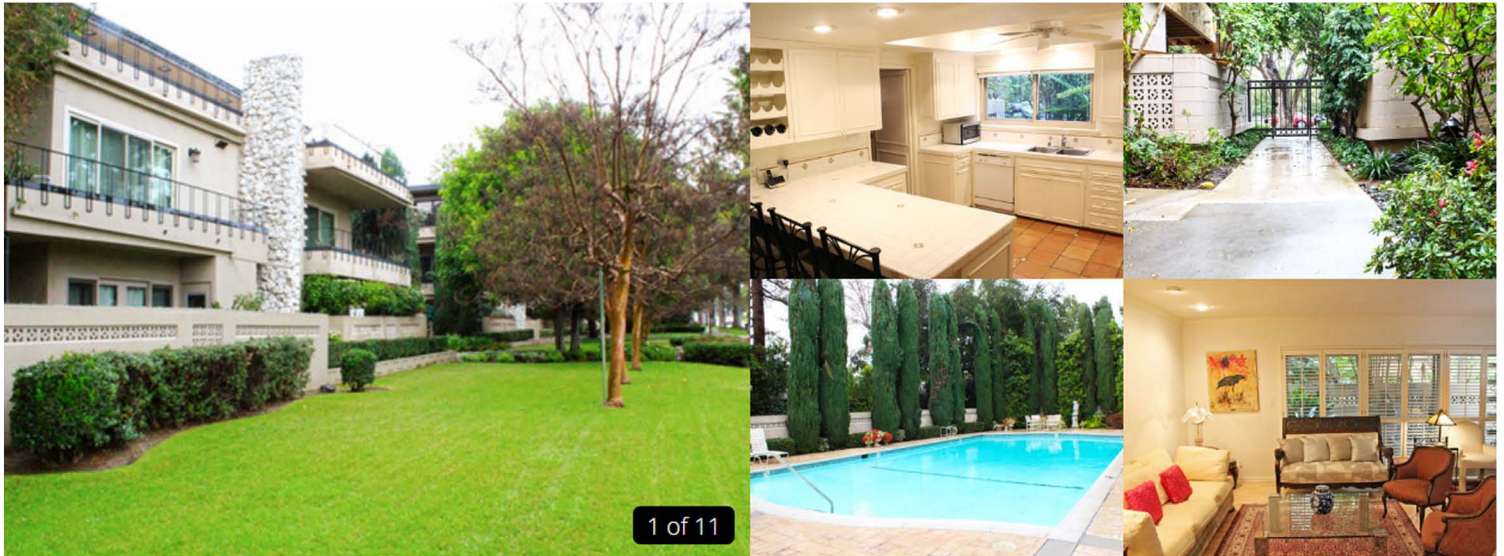


PadMapper

Walk Score®

WestsideRentals.com

Your listing on SIGrentals.com



1 of 11

1255 S. Orange Grove Blvd #1, Pasadena, CA 91105

[MAP](#)

2 bd, 1 ba, 1,618 Sq. Ft. | Available 1/1/18

Spacious and private 2 bedroom, 1 bath condo available in a beautiful area of Pasadena.

Cristina will be showing this unit on Wednesday February 8, 2017 from 5:30pm-6:00pm and on Saturday February 11, 2017 from 10:30am-11:00am.

Spacious and private 2 bedroom, 1 bath condo available in a beautiful area of Pasadena. The large kitchen has plenty of cabinets and ample counter space, which includes a bartop for counter seating, as well as a stainless steel refrigerator, microwave, and electric cooktop. An entertainment area attached to the kitchen has wood flooring and cabinet space which doubles as an entertainment center. Recessed lighting is supplemented by antique lighting fixtures in the dining room and bedroom. A highlight of the unit is the stately gas fireplace, which is open on three sides and is the centerpiece of the living area. The living area and dining room both have large sliding doors behind plantation shutters which lead out to a wraparound patio, which includes fountains, planters, and plenty of sitting room. Laundry room also included. The unit comes with covered parking, and a storage space. Available for tenant use is the huge, glistening swimming pool and attached cabana, which itself has a fitting room, kitchen, bathroom and small library. It is a beautiful unit in a stunning setting which is not to be missed. \$300 non refundable HOA fee at time of move in.

For more information contact our office by calling (818) 629-1779.

Rental Terms

- Rent: \$3,700
- Application Fee: \$30
- Security Deposit: \$4,000
- Available 1/1/18

Pet Policy

- Cats not allowed
- Small dogs allowed

RENT

\$3,700 /mo

BED / BATH

2 bd / 1 ba

Contact Us

Apply Now

Share this listing:



S.I.G. Property Management
(818) 629-1779
[View all listings](#)

Owner Draws are sent out electronically once a month, and Owner Statements (example below) are sent twice a month. Statements are always available to owners through your Owner Portal on SIGrentals.com

Example: Single-Family Residence

S.I.G. Property Management

Period: 01 Oct 2013-31 Oct 2013

2937 Honolulu Ave
La Crescenta, CA 91214

Owner Statement



Maribel Smith

2410 Court Lane
Mainland, CA 91208



Properties

Main St., 123
Main St.
Anywhere, USA

Date	Payee / Payer	Type	Reference	Description	Income	Expense	Balance
				Beginning Cash Balance as of 10/01/2013			3,250.00
10/07/2013	Splash Pool & Spa	Check	2125	Pool Services - August - September		50.00	3,200.00
10/16/2013	S.I.G. Property Management	Check	2179	Management Fees Off-site SIG - Management Fees Off-site SIG for 10/2013		118.00	3,082.00
10/17/2013	Maribel Smith	Check	2226	Owner Draw - Owner payment for 10/2013		2,782.00	300.00
10/29/2013	Ricky Resident	ACH receipt	61ZD-E8FF	Prepaid Rent Liability - Online Payment	2,950.00		3,250.00
				Ending Cash Balance			3,250.00
Total					2,950.00	2,950.00	

Property Cash Summary

Required Reserves	300.00
Prepaid Rent for Future Rent	2,950.00

Protecting Our Clients and Their Data

In an effort to maintain our strong standards, SIG carries more insurance than most other property management companies.

SIG carries the following insurances:

1. Workman comp on its employees
2. General liability
3. Fidelity Bond in case of theft
4. Business Auto Insurance for our employees
5. E & O Insurance for any sales transactions
6. Employment Practices Liability Insurance



- For more information on specific insurance coverage, please ask your sales representative.

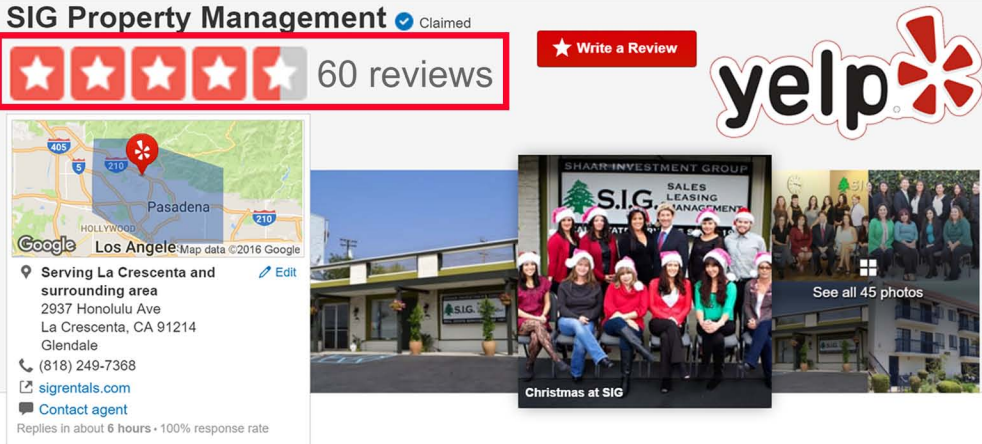
SIG also implements several security measures to protect our client's data.

Our security procedures include:

1. Password protected computers
2. Dual authentication and password protection for access to our property management software
3. Password protected access with security levels for our bank trust funds
4. Firewalls installed on our servers
5. Alarms at our offices with individually assigned access codes
6. Security cameras at our offices with outside monitoring
7. Shredding services
8. Offside encrypted data backup



What are people saying about S.I.G.



SIG Property Management Claimed

★ ★ ★ ★ ★ 60 reviews

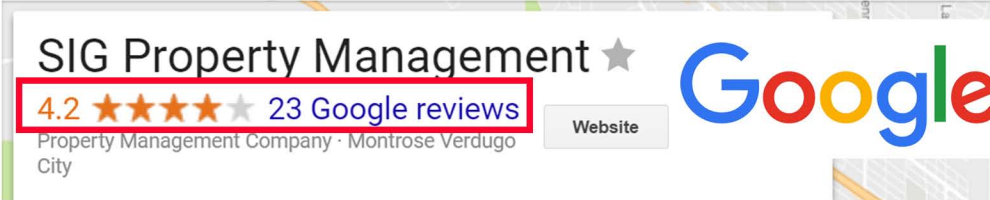
[Write a Review](#)

yelp

Serving La Crescenta and surrounding area
2937 Honolulu Ave
La Crescenta, CA 91214
Glendale
(818) 249-7368
sigrentals.com
Contact agent

Replies in about 6 hours • 100% response rate

Christmas at SIG



SIG Property Management ★

4.2 ★ ★ ★ ★ ★ 23 Google reviews

Property Management Company - Montrose Verdugo City

[Website](#)

Google



S.I.G. PROPERTY MANAGEMENT

S.I.G. Property Management
@SIGpropertymanagemen t

Home
About

facebook

4.6 ★ 4.6 of 5 stars
25 reviews

[Contact Us](#)



S.I.G. PROPERTY MANAGEMENT

A+

[BBB Rating System Overview](#)

[Overview](#)

[Reviews & Complaints](#)

[BBB Accreditation](#)

SUCCESS STORIES FROM OUR OWNERS, RENTERS, AND VENDORS

“As the owner of a residential property in La Crescenta, I would like to express my appreciation for the professional way our lease has been handled. Every detail from start to finish has been carefully addressed and smoothly taken care of both with the current and previous tenants. My brother and I, as co-owners, are very satisfied with the way you have managed our property. Thank you again for all that you have done to make our investment a success!”

- Laura. P



“I moved into an apartment building managed by S.I.G. Property Management 6 months ago and I have been more than pleased with the friendly office staff as well as the building manager. When I first moved in, the manager was very attentive to my needs. I have lived in a handful of apartment buildings in my lifetime and I can say without hesitation that this management company is different from all of the rest. They actually care about their tenants and treat them with respect, unlike previous experiences I have had with past management companies. I recommended renting from S.I.G. Property Management 100%. You will be glad you did.”

- Eleanor N.

“Recently, we hired SIG Property Management to fill in a vacancy in our apartment complex. We are very pleased with the quality of service that they provided us. We sincerely appreciate their responsiveness and the way they conduct business. I highly recommend them because of our satisfaction with their service. We look forward to doing business with them for years to come!! Thank you SIG PM for the prompt, efficient, and professional service that you provided us. We couldn't have done it without you.”

- Colette S.

“As a professional fiduciary, I often find myself faced with the management of estates which contain rental properties. One such estate held numerous properties which the owner has allowed to fall into severe disrepair. Rents were low and many were delinquent. I enlisted the assistance of S.I.G. Property Management to take over the day to day management of these properties as well as ensure that rents were raised to a reasonable rate and that necessary repairs were completed.

During the two years SIG managed these properties, I was very pleased that all the units were properly inspected & repaired. Adequate rent increases were instituted and delinquencies corrected. When the eviction of one particularly nasty tenant was necessary, the SIG property manager acted professionally and efficiently to obtain proper legal assistance and was at the hearing to provide testimony. I have been very pleased with the personal and professional service which I have received from the SIG staff. I look forward to working with them on future matters.”

- Jim S.



“SIG has been managing our apartment building for several years now and we have been very pleased with their service. I always get a return call back promptly and their vendors are very good and reasonably priced. I've used other management companies in the past but SIG is by far the best I've used.”

- Scott W.

“I work with SIG Property Management as a vendor. I have completed multiple projects with a number of SIG's employees. All interactions have been very professional and positive. I would trust SIG Management with my business.”

- Brendan J.

Michael Shaar, Broker Assoc.



Education & Professional Associations

- Bachelor of Arts, Economics, UCLA, 1990
- Licensed Realtor since 1990, Broker Assoc since 1994
- Member National Assoc of Realtors, Calif. Assoc. of Realtors , PFAR
- RE/MAX Tri-City Realty , 1990- **PRESENT**
 - RE/MAX Hall of Fame Award 2005
 - RE/MAX Platinum Club Award 2012, 2014
 - RE/MAX 100% Club Award 2001-2004, 2010, 2013, 2015, 2016
 - RE/MAX Executive Club Award 1995-1996, 2011
 - RE/MAX Presidents Club Award 1997-1998, 2000
 - RE/MAX Landmark Agent of the Year Award, 1995
 - Team RE/MAX- LA Marathon 2000, 2001, 2005, 2007
- S.I.G. Property Management, Broker Owner 1990- **PRESENT**

Other Activities & Awards

- **California Association of Realtors**
 - California Assoc. of Realtors State Director, 2007-2012
 - California Assoc. of Realtors, Regional 13 Chair, 2012
 - Property Management Committee, Regional Chair 2009
- **Pasadena Foothills Assoc. of Realtors (PFAR)**
 - President, 2010
 - President Elect, 2009
 - PFAR Treasurer, 2008
 - PFAR Secretary, 2007
 - Presidents Award, 2003
 - PFAR Charitable Foundation Board of Directors 2007, 2011
 - PFAR Board of Directors, 1996-1997, 2007-2011
 - Education Committee, 1994-1996
 - Scholarship Chairperson, 1993-2007
 - Long Range Planning Committee, 1995, 2005, 2009
 - Multiple Listing Committee, 1995-1996
 - Community Services Committee, 1995
 - Ethics & Grievance Committee, 2001-2006
 - Awards Committee, 2002-2003, 2013-2016
 - Budget & Finance Committee 2004-2009

- **National Association of Residential Property Managers- Los Angeles Chapter**
 - President, 2016 -17
 - Board of Directors 2016-17

- **Women's Council of Realtors, 2009-*PRESENT***
 - President, 2012
 - President Elect, 2011

- **Montrose-Verdugo Chamber of Commerce**
 - President, 2005
 - First Vice President, 2004
 - Board of Directors, 2001-2006, 2008- 2011
 - Liaison Crescent Valley Town Council, 2001-2004

- **Sunland Tujunga Chamber of Commerce, 2015-*PRESENT***
 - Treasurer, 2015-17
 - Board of Directors, 2015-17

- **Crescenta Valley Rotary Club, 1996-2016**
 - Rotarian of the Year, 2003
 - President, 1998-99
 - Sec/Treasurer 2007-2009, 2016
 - Club Service Chair, 1997-2003
 - Program Chairman, 2001-2007
 - Vocational Service Chair, 2000-2001
 - Paul Harris Fellow
 - CV Rotary Foundation, Board of Directors, 1998-1999, 2004-2009, 2015-2016

- **Crescenta Valley Fireworks Association**
 - President, 2011
 - First Vice President, 2015
 - Board of Directors, 2008-2017

- **American Cancer Society- Foothills Relay For Life**
 - Co-Chair of Foothills Relay For Life 2005
 - Team Captain 2002, 2006-2017

- **Crescenta Valley Chamber of Commerce, 2005 Volunteer of the Year Award**

- Member, Sunland Tujunga Chamber of Commerce
- Member, Montrose Verdugo City Chamber of Commerce
- Member, La Crescenta Chamber of Commerce
- Member, La Canada Chamber of Commerce
- Member, Better Business Bureau A+ Rating

Monique Reneaux, Realtor



Education & Professional Associations

- Sylmar High School Graduate, 1988
- Licensed Realtor, 2006- **PRESENT**
- Member National Assoc of Realtors, Calif. Assoc. of Realtors, 2010-PRESENT
- Pasadena Foothills Assoc of Realtors, 2006-**PRESENT**
- Licensed Assistant to Michael Shaar, 2007-**PRESENT**
- S.I.G. Property Management Office Manager, 2007- **PRESENT**
- S.I.G Accountant, 2005-2007
- CV Alliance Member

Other Activities & Awards

- AYSO Head Coach, Region 88, 2007-2010
 - 10 & 12 year old boys and girls
 - Team finished first place
- Dunsmore PTA Vice President, 2000, 2003
- Crescenta Valley Rotary Club Member, 2009-2010
- American Cancer Society- FOOTHILLS RELAY FOR LIFE
 - Participant
- Montrose Chamber Oktoberfest, 2007-**PRESENT**

Other Affiliations

- Sunland-Tujunga Chamber of Commerce President, 2016-**PRESENT**
- Sunland-Tujunga Chamber of Commerce Board Member, 2015-2016
- National Assoc of Residential Property Managers Secretary, 2015-**PRESENT**
- Montrose Verdugo Chamber of Commerce
- Crescenta Valley Chamber of Commerce

Other interests

Travel, Exercise, Hiking, Raising my kids