

At Bay Harbour Properties, we are committed to fulfilling all of your property management needs. Below is a list of some of the property management services we provide our clients. If there is a service you are particularly interested in but cannot find it listed below please call us at 813-957-8706 or email Julie@BayHarbourTampa.com

Listing & Marketing:

- We prepare your property for the market
 - Paid advertising in MLS, our internet website & various search engines as well as Military Referral Network, yard signs
- We show to prospective tenants 7 days per week
- We find qualified tenant(s) with income and employment verification
- We conduct a thorough tenant background screening of all applications
- Credit Reports/Criminal Reports/Eviction Reports/FDLE/Court House
- We coordinate tenant move-ins and move-outs, cleaning, appraisers, adjusters, repairmen, etc.

Lease Agreements:

- Leases executed with owner's approval and HOA approval if necessary
- We have our attorney prepare a Florida residential lease that protects you
- We publish a Rental Home Renter's Handbook so our expectations of your renter are spelled out in writing
- Administering legal proceedings if necessary and where allowed

Security Deposits/Rent Payments/Financial Reports:

- We collect your rents and security deposits; tenants can pay rent online and we accept credit cards for rent
- We deposit your rent electronically into your bank account
- We prepare your security deposit refunds or claims per the Florida Legal Statutes. This is vitally important!
- Monthly payments & statements to Landlord/Owner
- Yearly rent increases per owner - Pet fees collected for owner(s) (non-refundable & extra deposits if necessary)
- Prepare Year-End IRS form 1099 & income/expense reports

Move In/Move Out:

- Walk-through sheet to be completed and signed by tenant(s)
- Tenant pays to have property cleaned & carpets cleaned upon move-out
- Prepare properties for re-leasing

Maintenance/Repairs:

- Handling emergency calls 24/7
- Conduct in-home inspections yearly with reports/photos mailed to owner(s)
- Schedule and oversee regular service (lawn, pool, etc.)
- We repair and maintain your property using reputable vendors
- Arrange for repairs with licensed/insured vendors only