



CJS Property Management LLC

Capability Statement

CJS Property Management offers professional services and complete management of residential properties, multi-family and commercials. Our company specializes on three areas, administrative, management, and janitorial. We count on a compromised and experienced team, willing to fulfill the objectives of our clients.

CJS Property Management LLC has a priority to care for the investment of our clients.

S E R V I C E

Property Management, residential, multi-familiar and commercial- Administrative

- ◆ Application Process- Screening includes background check, rental history, credit score, collection, public records, national eviction record, and sexual offender.
- ◆ Marketing- We utilize innovating and aggressive techniques of marketing, that guaranty the occupation in less than 35 days of vacant units once put in the market.
- ◆ Handle tenant techniques
- ◆ Lease signing
- ◆ Rent collection- Virtual portal for rent payment, management of notifications in case of delinquent
- ◆ Accounts Payable - Coordinate getting bids, executing any agreements & contracts, and issuing and purchase orders, paying invoices
- ◆ Eviction process
- ◆ HOA- We work with owner's associations
- ◆ Section 8 and HUD- We have extensive experience on Section 8 rentals. We handle all matters with the Housing Authority and we make sure your property is ready for inspection and immediate move in.

MAINTENANCE

Full service repair- Inspections, renovations, improvement, and 24 hours emergency maintenance. We count on vendors specializes on attending each area of management. Once a unit becomes vacant we rehabilitates on time to be put on the market immediately.

PAST PERFORMANCE

- My Property LLC (Property management and Maintenance)
- Daibrudey Corporation (Property management and Maintenance)
- Martha Torres – Owner has more than nine years of experience in property management, supervision of employees, budget management, public housing, cost estimation, accounting, marketing, leasing and other related to property managing.

DIFFERENTIATORS

- Our rate is always Flat – Property Management
- Trained on certified payroll

JANIITORIAL

We offer cleaning services and care for common areas on commercial properties, offices, condominiums, malls, private and government buildings. We count on a team specialized on cleaning who utilize non-toxic products.

Contact Name – Martha Torres
Address – 8326 Spicewood Dr. Jacksonville, FL 32216
Phone: 904-554-2688
Email: martha@cjsproperty.com
Web address: www.cjsproperty.com