

Paul Law Realty Property Management is responsible for overseeing an extensive property portfolio with properties in Nevada, Placer, Sacramento and Calaveras Counties. We offer complete property management services including the following:

**Tenant Relations**

There are a wide variety of day-to-day issues and problems that arise on a regular basis. These on-demand tenant requests can be consuming and frustrating to a property owner and the tenant. Paul Law Realty is well positioned to assume the daily grind of managing those tenant needs.

- Rent Disputes
- Contract Queries
- Leaks and Malfunctions
- Clogged Plumbing
- Broken Fixtures
- Pest Control
- Locks and Keys

**Bookkeeping Administration and Reporting**

Accurate record keeping procedures are critical, however, it is complicated and time consuming. Paul Law Realty Property Management's staff provides accurate and timely bookkeeping services.

- Rent Collection
- Application of Rental Increases
- Monthly Statements and Reconciliations
- Payment of Invoices
- Monthly Reporting

**Property Maintenance**

Constant oversight is required to preserve or increase the value of a property. It is also required to maintain high tenant retention. We oversee all building maintenance issues.

- Landscaping
- Parking Lots
- Exterior Lighting
- Plumbing
- Electrical
- Roof Repair and Replacement
- Painting
- Tenant Improvements

**Leasing**

- Guidance with Establishing Terms and Conditions
- Market Rent Surveys
- Local Canvassing
- Soliciting Offers
- Prospective Tenant Background Screening
- Renewal Negotiations
- Deposit and Payment Processing