



“We Manage... To Make You Money!”

Property Management Services

PROPERTY MANAGEMENT SERVICES WE PROVIDE

At Cedar City Property Management, 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 (435)586-1090.

Professional, Prompt, and Courteous Service

- We strive to provide each of our clients and their tenants with professional, prompt, and courteous service. Each of our licensed Property Managers treats all clients and tenants with respect and dignity.

Prepare Your Property to be Rented

- CCPM will meet with you to evaluate your property and make recommendations to prepare your property to obtain the optimal monthly rental amount.
- CCPM will coordinate the completion of any maintenance or repair items you have approved using our extensive network of qualified vendors to ensure all work is completed.

Determine the Optimal Monthly Rental Amount

- CCPM will do a market analysis to determine the optimal monthly rental amount for your property utilizing a wide range of professional resources.

Design a Targeted Marketing Program

- CCPM will meet with you to design a targeted marketing program to rent your property as quickly as possible.
- CCPM will execute your targeted marketing program utilizing the Internet, local newspapers, circulars, and property signs.
- CCPM will promptly pursue all leads and inquiries and schedule showings of your property during the week, evenings, and weekends.

Thorough Screening of Applicants

- CCPM will thoroughly review each prospective tenant's rental and credit history, including prior evictions and criminal record.

- CCPM will verify your new tenant's current employment and stated income.
- CCPM will contact your new tenant's previous landlord(s) to verify payment history and care of property.
- CCPM will discuss the results of the screening process with you and make our recommendation.



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Coordinate Move-In of New Tenant

- CCPM will collect the first month's rent and security deposit in the form of a cashier's check prior to your tenant's move-in.
- CCPM will prepare all rental and lease agreements utilizing approved forms.
- CCPM will meet with your new tenant and ensure all agreements have been properly executed prior to his or her move-in.
- CCPM will have your tenant complete and sign a Statement of Condition (Move In/Move Out) report verifying the condition of the property at the time of his or her move-in.
- CCPM will instruct your tenant regarding rental payment terms and required property maintenance.

Prompt Rental Receipt Collections and Disbursements

- CCPM will promptly collect our rental income from your tenant at the beginning of each month.
- Our Accounting Department will disburse the rental proceeds in the manner instructed by you on a monthly basis.
- CCPM will serve three day notices to “Pay Rent or Quit” if rent has not been paid by the tenth day of each month.
- CCPM will coordinate the start of unlawful detainer action to evict your tenant in the event the rent is not paid.

Complete Property Maintenance Services

- We minimize the cost of repairs and maintenance using our extensive network of contractors, vendors, and handymen.

- We coordinate property reconditioning, including painting, window coverings, new carpet, and carpet cleaning.
- We arrange for any necessary services such as utilities, and gardening.



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Homeowners Association Management

Cedar City Property Management strives to tailor our management services to fit the needs of each association. Our goal is to work closely with board members to develop policies consistent with the association’s goals, assessment collections, covenant enforcement and supervision of vendors.

Operating as an extension of the Association’s Board of Directors, our services include the following to encourage you association to function most effectively: