

**jds**

**property management**

## *Who we are and what we do.....*

- *JDS Property Management* manages single family homes, selected condominiums and townhomes in the areas of Los Altos south to Almaden Valley. Our clients are investors who are convinced that residential real estate in our area is always an excellent investment that they wish to protect and maintain.
- JDS was formed in 1994 after working for eighteen years in property management for personal clients of ours who moved out of the area and required that their investment properties be fully taken care of and maintained. We deliberately limit our inventory to a very manageable number so that we are able to give personal attention to each of our owners, their properties, and their tenants.

- ***FINDING GREAT TENANTS***

Local corporation's relocation specialists assist us in finding suitable, qualified tenants. We also advertise thru the internet in various sites dedicated to leasing homes throughout the Bay Area, as well as through our vast referral network of local real estate agents. Each applicant is thoroughly screened, including running a current credit report, employment verification, past landlord/housing history and references. *We never compromise in selecting a tenant - great tenants take great care of their rental homes!*

- ***TAKING CARE OF YOUR INVESTMENT***

We collect rents, pay the bills, and handle all property maintenance and expenses as directed by you, the owner. These may include mortgage payments, property taxes, homeowner insurance, gardening service, pool service and homeowner's association fees. We will handle all routine maintenance and emergency repair items. Monthly statements and owner distribution checks are mailed promptly no later than the 20<sup>th</sup> of each month. We always obtain your approval prior to contracting for major repairs and improvements.

- ***FEES***

JDS charges a monthly management fee of 10% of collected rents. There are no other charges associated with our service; we do not charge any set-up fees, fees for locating tenants or running credit reports and there are no mark-up charges from any of our vendors.

- **CONTRACTS**

Our Lease Agreements are constantly updated by the California Association of Realtors in keeping with the latest laws and trends in real estate in our area. We avoid potential problems by ensuring that all parties are aware of their obligations under our agreements. We work closely with *you and your tenants* from the moment we determine that they will be leasing your property – conducting a thorough inspection of the property before move-in, documenting the condition of the property, going over important issues such as landscape maintenance, proper care of appliances, furnaces, and many other items pertinent to your property's maintenance.

- **YOU AS A SELLER**

If you should make the decision to sell your rental property, JDS has always had a program in place to assist you in selecting the perfect real estate agent to represent you and your property. We have worked, as a team, with many agents throughout the years in preparing your tenants and property for the sales marketplace. *Our goal is to assist you and your salesperson in obtaining the highest possible sale price.*

- **YOUR CHOICE**

If you wish to handle the monthly management and maintenance of your property but feel you need professional assistance in advertising, showing the property, interviewing and screening and selecting the perfect tenant, completing all documents and contracts and moving a tenant into the property, we offer that service to you for a flat fee of 6% of the yearly lease we negotiate for you.

- **OUR PLEDGE TO YOU**

JDS will remain current with changes in leasing and landlord/tenant laws, contracts and rental market trends. Your mortgage, property taxes and other obligations will be paid on time, without error, throughout your contract with us. Properties will be leased as quickly as possible to the very best qualified tenants; maintenance and repairs will be performed competently at the lowest prices possible. We will work closely with tenants to make their rental experience a positive one; *to make tenants partners in maximizing property values.* We promise to be responsive to your needs and concerns, as well as the tenant's. *We are committed to making your investment property succeed for you!*

*Please call us if you are anticipating the need for a property manager or wish to hear more about our services.*

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