



Dear Property Owner:

Thank you for inquiring about Durango Property Management Inc. Enclosed you will find information on our services, as well as necessary forms and requirements for listing a new property with us.

Durango Property Management is one of the largest and oldest property management companies in the Durango area specializing in the professional management of single family homes, condominiums & townhomes as well as Vacation Rentals. We also manage mini-storage units and limited commercial space.

We have been in business for over 25 years, Kerry Coleman the Broker/Owner has been with Durango Property Management since 1990 and became the owner in 2010. Dawn Wright, Broker has been with the company since 1999. Our office is located in Durango at 450 S Camino Del Rio, Suite 204, Durango CO 81301.

All brokers at Durango Property Management maintain a current Colorado Real Estate license as required by law in the State of Colorado in order to provide property management services.

Services

- ❖ Evaluate property to determine market rent based on our experience and current market conditions. Pricing to maximize revenue and minimize vacancies
- ❖ Conduct a needs assessment with owner and survey the property for needed repairs or improvements
- ❖ Advertise the property, take rental calls and show to prospective tenants
- ❖ Tenant screening and application process including credit reports and reference checks
- ❖ Coordinate necessary repairs, maintenance and cleaning
- ❖ Schedule annual furnace maintenance, chimney cleaning and sprinkler system
- ❖ Prepare lease and necessary documents (lead based paint disclosure, sale clause addendum, etc.)
- ❖ Collect and hold Security and pet deposits in trust account
- ❖ Provide move-in and move-out inspections as well as periodic inspections through-out lease
- ❖ Collect rents and other tenant fees
- ❖ Perform evictions when necessary including posting notice, filing court papers & eviction with Sheriff
- ❖ Provide monthly statements to Owners, direct deposit of owner's proceeds. Provide year end accounting 1099 reporting
- ❖ Handle Security Deposit returns in compliance with the law
- ❖ Provide 24 hour emergency contact
- ❖ Compliance with all local, state and federal laws

Please look through the enclosed material. If you have any questions, please do not hesitate to contact us.

Thank you for inquiring about our services and I hope to have the opportunity to work with you.

Sincerely,

Kerry Coleman
Broker/Owner