



## Bailey Property Management

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Bailey Properties is a full-service real estate and property management company established in 1974 in the vibrant community of Santa Cruz County. Our property managers are members of the National Association of Residential Property Managers (NARPM). This organization holds their members to the highest professional standards, and we strive to exceed these standards.

## Complete Property Management Services

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- » Complimentary advertisement of your rental property through the Bailey Properties website, the *Santa Cruz Sentinel* and *Sentinel* online, and other websites, such as Zillow and Trulia.
- » Complete accounting services for your property.
- » AppFolio software program which provides a secured online portal for owner statements, activity, maintenance, and more.
- » Open houses and individual property showings.
- » Screening of prospective tenants for credit, rental, and employment history.
- » Provide recommendations for the preparation of property for leasing.
- » Management and hiring of licensed contractors for all repairs and maintenance. Bailey Property Management will acquire bids for contracted work to ensure cost efficiency.
- » Bailey Property Management adheres to all Health and Safety codes and the Fair Housing Act.

## Simple Cost Breakdown

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Our Full Property Management rate is 10% of one month's gross rent and a \$250 new account set-up fee. Placement Leasing Services is 60% of one month's gross rent collected.

## Meet Our Property Managers

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For a complimentary rental assessment of your property contact us or stop by our office!

Long Term Rentals: 831.685.8588 | 9111 Soquel Drive, Aptos CA 95003

Suzanne Teixeira  
*REALTOR®*  
Property Manager  
831.685.8588 ext. 622  
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DRE 00923308

Jodi Busick  
*REALTOR®*  
Property Manager  
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Rachel Shaffer  
*REALTOR®, RMP®*  
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Bailey Property Management, Inc.  
[www.baileypm.com](http://www.baileypm.com)

Long Term Rentals: 9111 Soquel Drive, Aptos CA 95003 831.685.8588  
Vacation Rentals: 106 Aptos Beach Drive, Aptos CA 95003 831.688.7009



## Requirements for Prospective Owners of Unfurnished Rentals

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1. Provide certificate of insurance, Rental Dwelling Policy, with Bailey Property Management as additional insured, and current mortgage statement.
2. Provide documentation i.e. Power of Attorney and/or Trustee if home is owned by others.
3. Disclose any existing mold, lead-based paint, leaks, water damage, or any other potentially hazardous condition of the home to the Property Manager.
4. Provide all service agreements for pool, spa, gardening, etc. to Bailey Property Management.
5. Sign Property Management Agreement.
6. Provide keys to property.
7. Provide lease agreements for all occupied units and/or authorize Bailey Property Management to obtain documents from prior landlord or agency.
8. Owners are required to maintain their property as needed per Property Manager's recommendation at owner's expense for the following services:
  - Painting
  - General repairs
  - Appliance repairs
  - General yard work
  - Smoke and carbon monoxide detectors and/or batteries
  - Light bulbs
  - Screens on all windows



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## Owners

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Bailey Property Management works to meet your needs, and we have options for your convenience. Please return this form with the proper information to Management.

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Managed Property Address: \_\_\_\_\_  
\_\_\_\_\_

Would you like your funds via bank direct deposit? ☐ Yes ☐ No  
If yes, please provide a voided check from your bank.

Email Address: \_\_\_\_\_  
This will be connected to your financial statements.

Would you like to view your statement online? ☐ Yes ☐ No  
If you check no a hard copy will be mailed to you.

Please have your insurance company send a current copy of your property's Renters Dwelling policy. This can be delivered by fax, 831.688.1523, or by email:

- Rachel Shaffer - rshaffer@BaileyPM.com
- Jodi Busick - jbusick@BaileyPM.com
- Suzanne Teixeira - steixeira@BaileyPM.com

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