

**Specializing in leasing and management of single family homes and condos.**



**Phone: 636-926-2227**

**Fax: 636-926-7262**

**Toll Free: 1-800-783-6575**

**[www.stlleasing.com](http://www.stlleasing.com)**

If your property is currently listed with a real estate broker, please disregard. It is not our intention to solicit the offerings of other real estate brokers. We are happy to work with them and cooperate fully.

**Elite Property Management  
2025 Zumbuhl Rd. #88  
St. Charles, MO 63303**

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**ELITE**  
Property Management

**The Property  
Management  
Professionals**



**Leasing  
Management  
Information**

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## Elite

**ELITE PROPERTY MANAGEMENT** is a real estate company that specializes in leasing and management services. We are dedicated to providing professional services tailored to meet the individual needs of property owners. Our success in the single family rental market stems from our ability to provide convenient, prompt, and professional services to property owners.

## Marketing

- ◆ We market your rental listing throughout the greater Saint Louis / Saint Charles area.
- ◆ We use a broad range of advertising media including yard signage and proven internet strategies including our own popular website.
- ◆ As members of the local board of **Realtors®** and **Multiple Listing Service® (MLS®)**, we can share our rental listings with all other members. You can view the **MLS®** at our website: **www.stlleasing.com**
- ◆ Our Knowledge of comparable properties allows us to rent your property at its highest possible value.

## Accounting

Our computer systems and secure server keep accurate records of every income and expense that affects your property.

We will mail to you monthly income and expense statements which greatly simplify tax preparation for you or your accountant.

Our professional staff will mail to you all original repair invoices and receipts along with your monthly statements.

If you wish, we will take care of additional payments (mortgage, trustee's fees, utilities, taxes, etc.) at **NO ADDITIONAL COST TO YOU**. We will even deposit rental receipts to a bank of your choice.

## Leasing

We pride ourselves on the quality of tenants we are able to attract. Our extensive tenant screening and lease procedures help to ensure this.

We do a through credit check before the lease is signed. This includes: checking history with the credit bureaus, verifying employment, and checking all appropriate references, including past landlords.

We provide you with protection through the use of proper lease agreements, late notices, and other legal documentation. We customize lease agreements to meet your specific needs.

Vacancies can be expensive for both of us, so we make every effort to keep vacancies to a minimum.

### Did You Know?

Elite Property Management has one of the top rated real estate websites in the Saint Louis Metro Area. Visit us at [stlleasing.com](http://stlleasing.com) to see why!



REALTOR®



EQUAL HOUSING  
OPPORTUNITY

## Management

### MAINTENANCE

Maintenance work is closely controlled and supervised. Due to the large volume we handle, we keep costs down and quality control high. We protect the value of your investment by maintaining your property at current neighborhood standards. Tenant calls are handled promptly as we are on call 24 hours a day, 7 days a week.

### INSPECTIONS

Periodic external and internal inspections, as authorized by the lease agreement, are made by our property management team. Corrective action is taken when necessary and you, the owner, will be notified.

### RENT COLLECTION

We take care of collecting all rent from tenants. Delinquent rents are subject to late fees and penalties as specified in the lease agreement. Elite faithfully reports all tenants' transactions monthly to credit bureaus.

### FEES

Elite Property Management has a minimum management fee of \$70.00 per month. There is no management fee charged if your property is vacant. Please call us at **(636) 926-2227** for a full disclosure of our management fees.

### Did You Know?

Elite Property Management provides leasing services, management services, or both depending on your individual needs.