Hillcrest
Property Management

INVESTOR PARTNER PACKET

PROTECTING YOUR INVESTMENT.
MAXIMIZING YOUR RETURNS.



OUR MISSION

At Hillcrest Property Management, our mission is to deliver exceptional service, safeguard your assets, and enhance the value of your investment properties through professional management, transparent communication, and unwavering integrity.

- PROTECT YOUR ASSETS
- MAXIMIZE RETURNS
- EXCEPTIONAL SERVICE
- TRANSPARENT REPORTING

WHY INVESTORS CHOOSE US

- 20+ years of real estate and property management experience
- Licensed, insured, and compliant with all industry regulations
- Rigorous tenant screening and leasing process
- Trusted network of licensed and insured vendors
- Timely communication and detailed financial reporting
- Scalable management with volume-based pricing

TRANSPARENT. PREDICTABLE. PROFESSIONAL.

Our pricing is competitive and designed to align our success with yours.

OUR FEE STRUCTURE

FEE TYPE	DESCRIPTION	AMOUNT	DETAILS
Monthly Management Fee	Ongoing management of your property	10% of monthly rent collected (1–4 properties)	8% of monthly rent collected (5+ properties)
Marketing & Setup Fee	Marketing, advertising, listing syndication, and property onboarding	$250	Deducted from first month's rent
Maintenance Coordination Fee	Coordination of repairs and vendor oversight	Included	Included in standard service
Financial Reporting	Detailed monthly financial statements and year-end reporting	Included	Included in standard service

All fees are clearly disclosed in your Property Management Agreement. No hidden fees.

ONBOARDING TIMELINE

STEP 1 AGREEMENT & INTAKE Day 0–3	Execute management agreement and provide property documents and access.
STEP 2 PROPERTY REVIEW Day 0–3	We review and set up your property in our management system.
STEP 3 INSPECTION & PREP Day 3–7	Property inspection, photo documentation, and rent readiness evaluation.
STEP 4 MARKETING LAUNCH Day 7–14	Marketing goes live (if vacant) and we begin showing to qualified tenants.

OUR CORE SERVICES

TENANT PLACEMENT & SCREENING
Comprehensive marketing, showing coordination, rigorous screening, and lease execution.

RENT COLLECTION & ACCOUNTING
Timely rent collection, late fee enforcement, and monthly owner disbursements.

MAINTENANCE MANAGEMENT
Licensed & insured vendor network, work order oversight, and property preservation.

FINANCIAL REPORTING
Detailed monthly financial statements and year-end reporting.

PROPERTY INSPECTIONS
Routine and move-in/move-out inspections to protect your investment.

LEGAL COMPLIANCE
Adherence to Fair Housing laws and all applicable landlord-tenant regulations.

COMMUNICATION & REPORTING

We believe that informed owners make confident investors. That's why we provide:

- Owner portal access 24/7
- Monthly financial statements
- Maintenance updates and invoices
- Immediate notifications for emergencies
- 1 business day response time to all inquiries



VENDOR STANDARDS

We work only with licensed, insured, and vetted vendors who meet our high standards for quality, reliability, and professionalism.

- Proper Licensing (where required)
- General Liability Insurance
- Workers' Compensation Insurance
- Background & Performance Screening
- Ongoing Quality Control

OUR COMMITMENT TO YOU

We treat your property as if it were our own. Our goal is to reduce stress, protect your investment, and help you build long-term wealth through real estate.

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