



Company Profile

Multifamily/Commercial/Single Family Management

What we can do:

- Increase rent roll
- Increase occupancy
- Increase profitability
- Monthly accounting statements
- Owner/Tenant liaison



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Why choose a property manager?

There are many kinds of real estate investments: homes, apartments, office buildings, retail buildings, mobile home parks, and marinas, to name a few. Each one of these properties needs care and attention. Either you take care of it yourself, or you hire a property manager to take care of it for you. If you have ever managed a property yourself, you probably have had enough of the tenants calling you in the middle of the night (or just badgering you about property issues), and you may want a buffer between yourself and the

tenants. Or you may find as you get busier and busier and the laws regulating property get more and more complicated on the federal, state and local level, you probably run out of time to take care of the investments yourself and have to consider hiring a property management company.

Your goals likely sound like this:

- Keep property rented
- Oversee renovation
- Prepare annual Budget

- Inspect the property
- Prepare financial reports

Whatever your goals, we can help. Enclosed is information on how.



Who is Misty Mountains Realty?

Misty Mountains Realty, LLC is a company established since 1990. Co-owners Bret VanLant and Tyrel Jackson have years of experience in real estate portfolio management.

Bret is a Washington native. His emphasis of hard work is a result of his upbringing on a dairy farm... cows know no schedule. Bret began his real estate career on the site level at a large multi-family

project, and has proceeded through the ranks. Bret has managed a diverse portfolio including commercial centers, multi-family housing, & single family homes.

Tyrel is also a Washington native, beginning his career in restaurant management before proceeding to real estate. Tyrel has most recently overseen a ten million dollar renovation on a prestigious property in the Seat-

tle suburbs for a property owned in part by Deutsche Bank. Tyrel has worked for firms both large and small and has pulled unique nuances from each to help make Misty Mountains what it is today.

Both Bret and Tyrel are firm believers that education and change is constant and needed in order to provide successful management services.



Actual furnished condo that we manage

*“ All lasting
business
is built on
friendship.”*

Alfred Montapert



From single family to multi-family...we handle it all!



What we do

We manage your property for your maximum return and peace of mind. Our property management philosophy is simple: we treat your property as if it were our own.

First, we have the skilled manpower. We have a staff of support people, and we're close by, like neighbors. Again, we know our market, inside and out, area by area, neighborhood by neighborhood.

This is where we live and work. Our extensive referral network: our county, state-wide and reputation for performance, enables us to find and attract the very best tenant prospects.



Policies

Long before a property is ever marketed, the professional Certified Property Manager (CPM) has been working to assure the successful implementation of the management program.

Through the years, we found that the only way to achieve this goal was to establish and follow certain policies and procedures that have been proven successful.

We will continually review our policies and procedures to ensure that our services are compatible with our requirements and consistent with ever-changing government regulations.

Secondly, we screen these prospects further with the aid of AccuSearch and other information services. We negotiate the lease with the best possible terms for both you and the tenant - ensuring you receive maximum return of your investment.

We are available to help your tenant during the move-in and afterwards with cleaning, maintenance and other services, including repairs and emergencies, as needed

- We collect your rents promptly and make sure your tenants are complying with the lease terms.
- We periodically inspect your property and inspect it top-to-bottom twice a year.
- We pay the bills on time.



Tenant Selection

In addition to providing security for your vacant unit by controlling access, this policy allows our managers the opportunity to meet and observe each prospective tenant. For our managers, the selection of a tenant requires much more than taking an application and checking references. It is a combination of observation, obtaining and verifying the tenant's application and the proper use of subjective evaluations, a skill only acquired through training and experience.

After the selection process is complete, a rental agreement to lease is executed and the tenant is checked into the property.

- We monitor your records with the support of a computer system.
- We report to you monthly with statements of income and expenditures using up-to-date Yardi Computer Software and keep you informed on the current rental market and other conditions that may affect the income from your property..

Thirdly, as necessary, we recommend upkeep, maintenance and repairs that will keep your property in top condition - and able to command maximum rent.



Leasing

All tenants are required to sign a lease which spells out the conditions of their tenancy. We will not rent on a verbal agreement. Prior to occupancy, at the time the lease is signed, the tenant is required to pay a security deposit equal to one month's rent and the prorated rent due from the start of the lease to the end of that month. The amount of the security deposit collected is the maximum allowed by law.



Move-in/out

After all papers are signed and all monies are paid, the tenant is checked into the property. The check-in is conducted by our rental manager with the tenant at the property, where a check-in form is completed, listing the condition of the property, room by room, item by item. The completed form is signed and dated by the tenant and the manager. When the tenant vacates the unit, the completed form will be used for comparison, and proof of original condition in the event of any disagreements.



Physical Management

The physical management of any investment property entails more than just the occasional inspection and responding to tenant's requests for repairs. Each individual property requires different management program characteristics. Items such as age, location, and type of structure, all have an influence on the type of program to be implemented.



Rent Collection

Our rental collection policy is designed to accomplish one objective: Consistent, on-time rental collection.

For us, rental collection begins with the marketing of the property, where careful tenant selection produces reliable tenants. It continues with the signing of the lease where we carefully explain our policies to the tenant and remains in effect throughout the tenancy of the resident with careful collection recording and prompt action on delinquent accounts.

While most tenants probably will make their rental payments on time, it is a sad but true reality that some may be late. For these people, our policies are clear cut and very rigid, to assure either prompt payment or eviction in order to minimize the owner's potential loss.

All rents are due, in full, on the first calendar day of the month and are considered delinquent if not received by the fifth day of the month. At that time, the tenant is served with 3 day pay or va-

cate notice which the Washington landlord-Tenant code requires as the first step toward eviction. Copies of all pertinent documents are also given to an attorney, specializing in eviction and collection proceedings, so that he may take legal action, if need be, immediately upon notice that the tenant has not paid the rent in the time required. During all of this time, we keep close contact with the tenant to determine the reason for non-payment and any actions planned or taken by the tenant.

We will continue to work with the attorney, appearing as a witness where necessary, until the tenant is vacated and appropriate legal action to collect monies owing is concluded.



Inspection

Property inspections are conducted by us on a frequency designated by the property management plan, and are designed to accomplish a variety of goals. Among these, are to assure the property care of the property by the tenants; to judge the quality of maintenance performed; and to discover small problems before they turn into major ones



Preparation is the key to a successful real estate transaction. Let Misty Mountains Realty guide you through the process.

*“Give the public
everything you can
give them, keep the
place clean as you
can keep it, keep it
friendly”*

Walt Disney

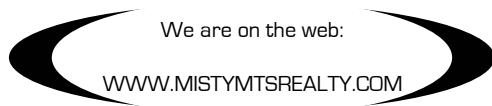


Does your home have proper signage? Are flyer boxes filled?



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Misty Mountains Realty LLC. is located at 8193 Kendall Road in Maple Falls WA.

It is a well established agency that was founded in 1990. The co-owners Bret VanLant and Tyrel Jackson have several years combined experience in the Real Estate field to serve investors.

We have an unparalleled reputation in all aspects of management.



A thought.....



Don't go this road alone!

We understand that the management company you choose is critical to your investments' success. At Misty Mountains Realty, LLC we strive to personally attend to all of our clients needs.

Whether you own a single family home, shopping center, or multi-family project we are here to help.

This pamphlet is supplied in an effort to minimize much of the headache and confusion surrounding professional management.

While we are currently a small company, don't let that scare you. We have years of combined real estate experience, and meet weekly to brainstorm and implement new ideas. We listen to every suggestion....no matter how small, and do our best to put them in action. Our belief is that you are never done learning, and that life continues down a road that requires constant adjustment.

Remember our commitment is to you! You don't have to go this road alone.