



**1st. Capitol
Realty & Management Co. L.L.C.**
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Property Management Services

Advertising

Web site containing links to our entire rental Virtual Tours
Virtual tour & still photos of rental
Local print ad placement, Newspapers, shopper guides, apartment magazines
Internet ads (place ads as a service)
Rent-Clicks, FRBO, Real Estate Direct, Craigslist, MLS,
Signs

Rental Unit

Key Lock boxes
Show rentals and meet prospective tenants.
Rent-ready walk-thru inspections (before and after)
Schedule repairs, Oversee repairs, and contract with vendors for services

Landlord / Tenant

Forms (Application, Lease Agreement, and inspection reports)
Check Applications (verify tenant info)
Credit & background checks

Property Management Consulting

Fee for service
New Landlord education program
Property walk-thru & opinion
Q&A by phone/email