



Main Office  
2912 E. 23<sup>rd</sup> Street  
Kansas City, Missouri 64127

To: Property Owner

### Property Management Proposal

We are a real estate consulting company with 20 plus years of experience. We specialize in abandoned property and real estate deals mainly in the urban core opportunity zone areas in need of tender care. By revitalizing said properties we hope to revitalize the spirit and rich cultural roots of our community equally. Managing the properties that we have grown attached to during its transformation would also ensure that the right like minded tenants are in place and cared for to help continue in our efforts of revitalizing the community.

What makes us unique is our ability to use the relationships and connections we have built in our community. These relationships will help us navigate and manage each property relieving the owner of any headache. Working together we eliminate abandoned homes in our community as well as providing homes for families that want to stay in the community they are familiar with while serving and rebuilding our underserved community one property at a time.

We would like to care for the properties that we became attached and familiar with during the renovation we did for you. We would also be more than willing to take on any other yard work that you needed done on your other properties.

Thanks for your consideration.

Sincerely,

Monarque Advisory



## PROPERTY MANAGEMENT SERVICES

- **Leasing:** Advertising, marketing, showing, coordinating inquiries, screening tenants.
- **Accounting:** Strict, professional and comprehensive accounting statements are provided monthly and at year-end for taxes to allow the owner full and constant awareness of all financial matters pertaining to their properties. Copies of all maintenance and utility invoices or receipts are included in monthly statements to provide a clear understanding of the exact operating costs. Proceeds are sent by mail or direct bank deposit (depending on the preference of the owner). *Monarques* is fully licensed, bonded, and insured.
- **Maintenance:** All issues are immediately handled and inexpensively resolved through maintenance personnel or trusted third-party providers – owner to approve any services over \$75.
- **Tenant Management:** *Monarques* knows the laws that govern property management and will handle all evictions or other tenant issues quickly and professionally at owners' discretion and expense.
- **Property monitor:** *Monarques* has an experienced staff that takes a "hands on" approach to management and will ensure properties are in good condition on a constant basis; providing physical inspections regularly.

## ASSET MANAGEMENT SERVICES

- **Supervision:** *Monarques* hands-on management style attracts clients who don't want any nonsense in dealing with tenants. We provide constant supervision of the property managers and their activities to ensure high performance and compliance.
- **Analysis:** We pay close attention to the profit and loss (operating) performance to creatively alter inefficient practices or uses of personnel, capital and/or material resources.
- **Management:** We are experts in the assembly of onsite management teams, in the identification of inexpensive but quality third-party vendors and contractors, and in the formation of policy and procedure particular to any residential property.
- **Research:** Provide up-to-date economic research of the local and national market trends. Strategically assess the short and long-term yield potential of each property.
- **Communication:** Stay in constant contact with owner or representative and provide monthly reports and photographs of real estate.
- **Accounting:** Full accounting services to provide financial analysis and accurate tax reporting. Balance, Profit & Loss, Cash Flow, Rent Rolls, and other financial reports provided monthly to clients.