



Capital Professional Property Managers

Larry Marinello, Broker

Serving San Diego Since 1978

WHO WE ARE

Capital Professional Property Managers is a full service residential property management company specializing and focused in the management of single-family homes and condominiums. Our program is designed to assist owners of quality homes who elect to lease them. Special emphasis is placed on property preservation, quality tenants and reduced vacancy time.

Protection of landlord rights requires a continuing education in the legislative updates of laws, regulations and California Civil Code. Through our association with real estate and property management organizations, we are able to maintain a high level of expertise. Being a landlord is no longer a “Mom and Pop” operation. Our active education gives us a *powerful* advantage when it comes to matters of interest and concern in this industry. It is our goal to establish long term, supportive relationships with our clients. Through the excellent service provided by Capital Professional Property Managers, our clients achieve their financial objectives.

7343 Ronson Road ~ Suite E ~ San Diego, CA 92111

858.514.6609 or Toll Free **800-514-6609**

ABOUT OUR SERVICES

Professionally managing your property will entail handling many details. The following is an overview of the policies and procedures we have in place which will allow you to effortlessly stay in control of your investment, while helping to insulate you from future liability.

YOU CAN EXPECT

Thorough Screening of Prospective Renters
Strict, Aggressive Collection Policy
Monthly Financial Statements, including year-to-date
Mortgage Payments, if desired
IRS 1099 Statements
Maintenance Coordination
Easy Access to us 7 days a week

~ **Tenant Screening and the Move-In Process**

We want *great* residents in your property, not just good residents. Our extensive screening process includes a multitude of investigations, including proof of income and employment history. Applicants are required to complete a rental application and to provide credit information and references. Utilizing the CBI Equifax system to verify credit information has proven to be a dependable and invaluable safeguard, while eliminating the necessity to solely rely on references. Our screening process has resulted in an unparalleled eviction rate of less than 1%.

When a tenant's application has been approved, we sit down with them to review the lease together thoroughly. This face-to-face appointment reduces misunderstandings and eliminates numerous potential problems.

Prior to tenant's move-in, we conduct a comprehensive videotaped inspection of your property. This is a critical tool that is used to evaluate its condition when tenants vacate.

~ **Rent Collection**

All rent is due on the 1st of each month and is considered late if received after 5:00 PM on the 3rd of the month. Late notices are sent on the 5th and removal proceedings are initiated if the tenant does not make immediate arrangements for rent payment. Tenants are furnished with labels for ease in making payments.

~ **Mortgage and Insurance Payments**

If you wish, we will make your mortgage and insurance, or any other relevant property service payments for you. Simply supply us with the necessary coupons/invoices and payments will be deducted from your account balance automatically on a monthly basis.

~ **Accounting Services**

Every transaction affecting your account balance is recorded and explained in detail. Our state-of-the-art computerized accounting system enables you to see exactly what has transpired with your property on a monthly basis. Copies of all work orders and receipts are sent to you monthly to assist you with your tax preparation. Additionally, at the end of each year, we provide you with a complete account summary. These statements are specially designed to simplify the year-end tax preparation task for you or your accountant.

~ **Management Fees**

Our monthly management fee is due when the rent payment is received. For your convenience, it is automatically deducted from your account when the rent payment is posted. However, since keeping your property occupied is our responsibility, we will not deduct the monthly management fee, when your property is vacant.

~ **Security Deposits**

For additional protection, appropriate security deposits are always collected upon completion of a rental application. Arriving at the amount of such deposit is based on the monthly rental rate and the credit worthiness of the applicant. If a pet is approved for your property, applicants may be required to pay an additional pet deposit.

~ **Property Inspections**

For your added protection, we have written into our lease agreements that we have the right to make routine announced inspections. These inspections are conducted with the residents present. At this time we also check for preventative maintenance items.

~ **Repairs and Maintenance Services**

Timely and competent maintenance is the key to protecting your investment. All repair and maintenance services are performed by independent, outside vendors and contractors, not by company employees. Each has been selected for quality performance and competitive prices, proven over many years of service to our company. Our fiduciary responsibility is to you, our client, and we shall at all times act in your best interest. All repairs are fully documented in writing and supported with receipts. We will contact you for approval for any repairs estimated to cost more than \$500. You may reserve the right to schedule and control repair and maintenance responsibilities if you desire.

We are a proud member of **NARPM**
The National Association of Residential Property Managers.

We subscribe to a strict Code of Ethics,
Professionalism, and Fair Housing Practices.

OTHER IMPORTANT AFFILIATIONS

East San Diego County Board of REALTORS
California Association of REALTORS
National Association of REALTORS
Multiple Listing Service

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or Toll Free **800-514-6609**



Larry Marinello, MBA

Broker – Owner

A native of San Diego, Larry has been a Realtor and Property Manager since 1978 and is an expert in the ever-changing Real Estate Industry.

After graduating from San Diego State University with a Masters in Business Administration, Larry enjoyed the position of Treasurer for a national woodworking manufacturer. His entrepreneurial spirit eventually was the driving force behind his decision to enter the real estate field. Before long, Larry was Broker-Owner of a thriving Century 21 office, supporting 50 real estate agents. By the early 1980s, Larry had accumulated many rental properties for himself and his valued clients and found his business focus was changing to Property Management. Larry is known in the

community for his superior standards of professionalism and ethics in every area of real estate services.

**No matter where you are in the world,
your San Diego property is in good hands.**