



**SHOPPING FOR A PROFESSIONAL PROPERTY MANAGER?  
Be sure to ask these questions**

<b>Questions</b>	<b>Alderson</b>	<b>Other</b>	<b>Other</b>
How long have they managed rentals in San Antonio?	<b>5 years</b>		
How many homes do they manage?	<b>100</b>		
Are they a member of the National Association of Residential Property Managers (NARPM®)?	<b>Yes</b>		
Does any of the staff hold a "Residential Management Professional" designation? (RMP®)	<b>Yes (3)</b>		
Will they give you a list of references?	<b>Yes</b>		
Do they manage rentals full time or as a sideline business?	<b>Full time</b>		
How many licensed Broker's are on staff?	<b>2</b>		
How many full time professional property managers are on staff?	<b>2</b>		
Do they coordinate repairs on your behalf or relinquish this duty to you?	<b>Coordinate</b>		

Do they have a repair department dedicated to handling repairs quickly?	<b>Yes</b>		
Do they offer a 24/7 emergency repair phone line to handle after-hour calls?	<b>Yes</b>		
Is the emergency line an automated system or a live person on staff?	<b>Live</b>		
Do they do regular property visits?	<b>Yes</b>		
Will you receive a copy of every repair invoice for your property?	<b>Yes</b>		
Do they provide you a detailed monthly financial statement?	<b>Yes</b>		
Do they offer direct deposit banking?	<b>Yes</b>		
Do they offer online credit card, e-check, and ACH to tenants and owners?	<b>Yes</b>		
Will they list your property in the San Antonio Board of REALTORS® Multiple Listing Service (MLS)?	<b>Yes</b>		
Do they list available properties with advertising pictures on their website?	<b>Yes</b>		
Do they cooperate with other REALTORS® to show their properties?	<b>Yes</b>		

Do they volunteer in their local Board of REALTORS®?	<b>Yes</b>		
Do they provide a quarterly informational newsletter to tenants and owners for <u>free</u> ?	<b>Yes</b>		
Will they issue your 1099 tax form promptly after year-end?	<b>Yes</b>		
Do they provide tenants a Move Out Procedure checklist at lease signing?	<b>Yes</b>		
Do they conduct move-out inspections with photographs to document your property's condition?	<b>Yes</b>		
Do they follow the Texas Property Code in managing your rental property?	<b>Yes</b>		