



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

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

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

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