



## Property Management Division



*Dower Property*

*Management Division*

*maintains an extensive  
inventory of investment*

*properties on Oahu. We  
provide professional and*

*individualized Property*

*Management Services*

*for property owners*

*throughout the world.*



**Dower Realty Inc.**

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**Property Management**

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### ☞ ☛ Property Management Services ☛ ☞

#### Advertising

- Monitor rental rates to optimize investment return to owner.
- Free web postings at designated sites. Craigslist, DOD, UH, UPH, Hotpads & Trulia.
- Reference all print media ads to [www.DowerRealty.com](http://www.DowerRealty.com) including color interior and exterior photos of your property.
- Custom formatted ads in the Honolulu Advertiser and Rentals Illustrated (at cost to owner.)

#### Selecting Qualified Applicants

- Schedule, conduct, and escort showings of your rental unit.
- Obtain credit checks on all rental applications.
- Verify employment, personal references and past rental payment histories.
- Priority selection of the best qualified tenant.

#### Processing Rental Applications

- Secure rental agreements and addendums as per Hawaii State Code.
- Conduct an inspection and inventory of rental units at tenant check-in and tenant check-out. Periodic inspections as required.
- Collect security deposit and monthly rent in time dictated manner.

#### Bookkeeping Services

- Provide flexible bookkeeping services to include statements detailing property management fees, GET taxes, maintenance and/or service fees, utility payments and repair costs.
- Provide prompt monthly and yearly statements reflecting all account activity.
- Pay applicable dues and fees upon request.

#### Availability and Repairs

- Promptly respond to property owner and any property emergency.
- 24/7 property emergency cell phone for tenants & owners.
- E-mail availability for out of state and out of country owners.
- Scheduling repairs and maintenance as per Management Agreement.

#### Fee Schedule

- Standard fee for long term rentals (over 3 months in duration) is 10% per month, with an additional 5% on the first full month of occupancy.
- Standard fee for short term vacation rentals (less than 3 months duration) is 15% per month.
- Please inquire about our Investor Rate if you own 3 or more properties.