

# CornerStone

*Real Estate Management, LLC*

*"Managing your property like it is ours"*

Property Management

Tenant Placement Service

Condo Management

Construction Management

Property Maintenance & Upkeep

Corey De Vries

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[www.managementbycornerstone.com](http://www.managementbycornerstone.com)

## 1. Company Information

### Who is Cornerstone Real Estate Management?

Cornerstone is owned by Corey De Vries. I am licensed real estate salesperson and a licensed builder. I have worked for a family owned building business for over 20 years, building custom homes, remodeling and building & developing income properties. I have owned and managed income properties for over 10 years. I graduated from Holland Christian High school and I live in Holland and have an office in Zeeland. I am married and have 3 little girls. I attend & worship at Noordeloos CRC in Holland.

### Why Use a Property Management Company?

A Property Management Company can:

- Enhance the value of your property by professional management and well considered improvements.
- Maintain a good working relations between management, clients and tenants
- To preserve and safe guard your property
- Fill your vacancies faster with qualified tenants at competitive rents.
- Save you time, money, frustration
- Collect rent from problem tenants, execute the eviction process

### Do You need a Property Management Company Because?

- You have a property that is vacant
- You have Tenants that don't pay their rent
- You have a property that need some maintenance or upkeep
- You don't have time & experience to manage your property
- You feel you should get more income off your property

### Why Cornerstone Real Estate Management?

Well in today's market you need every edge that you can get to make your properties run efficient so you have less hassles and more cash flow. That is why I started Cornerstone Real Estate Management. I see the need for an aggressive, honest, experienced professional management company that looks out for your interests. Cornerstone Real Estate Management will look out for all of you property needs from financial to maintenance and upkeep to tenant relations. Cornerstone allows you to customize our services to meet your needs, whether its placement service, financial responsibilities, property maintenance or large renovation projects Cornerstone has the ability to meet all your needs.

## **2. Services**

### **Tenant Placement Services**

- Market analyses on your property
- Market and advertise your property
- Schedule and show potential tenants your property
- Screen applicants by checking: credit, past rental history, employment
- Sign lease with approved Tenant
- Take pictures of inside of your property prior to Tenant move
- Receive inventory checklist & commencement of tenancy
- Collect Security deposit & first month's rent

### **Management Services**

- Tenant screen as listed above
- Placement service as listed above
- Rent collection
- Pay monthly expenses
- Provide profit and loss statements
- 24 hour maintenance service
- Get bids & schedule lawn care & snow removal
- Schedule reconditioning of property
- Tenant relations
- Lease Renewals

### **Customized services**

- Handle problem Tenants, evictions, lease signing, city or township inspections

### **Maintenance & Upkeep & Renovations**

- 24 hour maintenance service
- Work with quality contractors for efficient & timely repairs
- Coordinate all work orders
- Coordinate cleaning services (unit & carpets)
- Get bids & schedule lawn care & Snow removal
- Coordinate & conduct remodeling projects
- New flooring: tile, hard wood, laminate, carpet, vinyl.
- Interior renovations: kitchens remodels, painting, drywall, finishing off basements
- Exterior renovations: roofing, siding, landscaping, concrete, window replacement
- Additions

### **New Construction**

- Custom Homes, Income Property, Spec. Homes, Garages, Barns.

### 3. Marketing Plan

Cornerstone Real Estate Management wants to get your properties the best exposure possible to attract the most qualified Tenants. Listed below are the ways we intend to market your properties so you have the shortest turn around between Tenants.

1. [Yard Signs](#) – A yard sign will be placed outside the property to attract the drive by prospects.
2. [Flyers](#) – Flyers will be available for each property either on the yard sign or in the property for the prospects to take. We feel after seeing lots of properties and when a prospect is ready to make a decision having a flyer with pictures & info on it will make your property stand out from the rest.
3. [Website listing](#) – Your property will be listed on our website with easy access for prospects to see pictures & info of your property at any time.
4. [Internet](#) – Your rental property will be listed on many websites for maximum exposure for your properties.
5. [Newspaper Ads](#) – Your property will be advertised in the local newspaper either with stand alone ads or group ads.
6. [Relocation services](#) – Cornerstone will work with relocation services like Corporate & Insurance relocation services to help attract prospects that are moving to the area to your properties that are using relocation services.
7. [Real Estate Agencies](#) – By working with real estate agencies we hope to attract prospects that are between buying home or are moving to area and want to rent until they find a home.
8. [Section 8 Agencies](#) – For those owners that accept section 8 we want your property to be advertised to attract those prospects
9. [Rental Market Comparison](#) – For each property we do a rental market Comparison to make sure your property is getting comparable or more rental income than the other properties out there.

### **3. Cost**

Cornerstone Real Estate Management works with you to customize our services to meet your needs, by doing this we can create the most cost effective way to manage your properties.

Listed below are some general prices for services. If you would like one of these services please contact me to set up a time to meet then I can quote you an exact price to fit your needs.

**Tenant Placement Service:**

- 0-6 Months Term                      ½ month rent
- 7-12 Months Term                      1 month rent
- 13-18 Months Term                      1 month rent
- 19-24 Month Term                      1 month rent

**Management Services:**

- 8% - 12% of monthly rent per month

**Handle problem tenants, Evictions; Lease signing, City & Township Inspections:**

- Please call for custom quotes

**Maintenance & Upkeep, Renovations, New Construction:**

- Please call for custom quotes



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