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# PORTFOLIO PROPOSAL

**GR Property Management Group, Inc.**  
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# GR MANAGEMENT OFFERING



## **INITIAL EVALUATION**

### **- A comprehensive review all tenant-related items, including:**

- Tenant leases
- Ledgers
- Ongoing Disputes

### **- Site visit to each property to identify the below:**

- Deferred maintenance
- Urgent premises liability considerations
- Needed capital improvements



## **PORTFOLIO ONBOARDING**

### **- Migrate each property to our property management software.**

#### **This includes the below:**

- Creation of a tenant portal
- Creation of tenant profile for each tenant/property
- Digitizing tenant leases/ledgers and attaching them to profile

#### **- Banking**

- Transfer all tenant deposits to trust account
- Create a new bank account specific to portfolio that owner will have access to.
  - A monthly accounting that displays all rental payments and expenses during the period will be provided, along with owner disbursement each month.

#### **- Tenants**

- Serve all tenants with a notice of management change. Letter includes:
  - Contact information for management company
  - Emergency maintenance phone number
  - Link to online payment portal
  - Assurances that all leases and rules will remain in place with no substantive change to their day-to-day experience.



## **ASSET MANAGEMENT/LEGAL**

#### **- Insurance renewals**

- Coordinate with owner and their chosen insurance company to ensure a smooth and cost efficient renewal.
- Preferred insurance company recommendation is available

#### **- City compliance**

- Meet city inspectors on site as needed for the usual course of management business.
- Ensure that each property is in compliance (i.e. smoke detectors, ingress/egress, etc.).

#### **- Evictions**

- Coordinate with UD attorney, represent ownership at court, and ensure that Ownership has as strong of a case as possible.

#### **- File a supplemental small claims case as needed.**



## WHO WE ARE

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Between its two founders, Gabriella Leal and Randy Nehme, GR Property Management Group, Inc. has experience with managing over 1500 apartments across Los Angeles. From luxury markets in Beverly Hills to Section 8 properties in the San Fernando Valley, GR Property Management Group, Inc. is equipped to ensure that owners achieve maximum value from their investments while also providing clean, attractive, and legally compliant environments for their tenants to call home. GR Property Management Group, Inc. believes in a straightforward, yet professional approach to property management. We keep records of all tenant communications, ensure that owners have a pulse on what is happening at their properties, and above all else ensure that we are available to handle any liability or dispute that arises from tenants and/or owners on a daily basis. We manage properties and we do it well.

Thank you for your considering us as stewards of your investment.



## ONGOING OPERATION

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### **- Monthly Rental Collection. This includes the below:**

- Collecting all rent checks
- Depositing rent checks
- In cases of nonpayment, communicating with resident and if necessary serving a 3 - Day Notice. For additional actions, see the legal section.

### **- Repairs**

- Receive all tenant repair requests
- Coordinate with owner regarding approved repairs
- Coordinate maintenance professionals in order to complete repairs
- Technicians can be of owners choice or of GR Property Management Group, Inc.
- Coordinate access with tenants
- Maintain documentation of all repairs, tenant communications, and attach to tenant profile.

### **- Inspections**

- Inspect each property every 6 months to ensure all is in compliance and that tenants are not harming the property.

### **- Rent Increase**

- Prepare proposed rent increases for ownership approval
- Once approved by ownership, serve all tenants with rent increases and register with the city as needed.

### **- Security Deposit Dispositions**

- Perform a move-out inspection with tenants and advise them of the expected deduction from their security deposit for any damages.
- Ensure that any remaining security deposit funds are sent to tenant within the CA legally required time.



## **LEASING**

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### **- Preparation**

- Upon receiving notice of an upcoming vacancy, GR will perform a move-out inspection of all damage to unit.
- GR will prepare recommended repairs/improvements for ownership approval.
- GR will coordinate the completion of all approved repairs.

### **- Pricing**

- GR will propose a recommended price point and lease terms to ownership for approval.

### **- Advertising**

- Once vacancy has been fully prepared for leasing, GR will coordinate photography of the space.
- Advertise the unit on various online websites with aesthetically pleasing photos and all pertinent details.
- GR will coordinate tours of the unit with potential renters.

### **- Screening**

- Upon receiving an application from a prospective Tenant, GR will evaluate their work history, credit score, current assets, and any other data that is pertinent to their ability to be a sound and reliable tenant.
- Ensure that all screening practices are within the rules and guidelines of Fair Housing.
- Once all applicants have been screened, GR will prepare a summary of all applicants and their pertinent data for Ownership to make a decision on.

### **- Move-in**

- Once an applicant has been selected, GR will coordinate the below:
  - Security Deposit Payment
  - Signing of lease
  - Physical move-in process
  - New resident gift



## **CAPITAL IMPROVEMENT PROJECTS**

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GR Property Management Group, Inc. is available for the coordination of additional Capital Improvement Projects (i.e. Seismic retrofit, additions, etc.), but it does incur an additional fee.

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# THANK YOU

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