

### **A Full Service Management Company**

We, at Hallmark Property Management, Inc., are dedicated to providing the highest quality professional management services. Our goal is to create and maintain the financial success of your property, while freeing you from the day-to-day management tasks.

### **More Than Just Collecting Rent**

From maintenance, marketing and tenant selection, to bill paying, and monthly accounting, we handle the day-to-day operation of your properties, relieving you of the anxieties and stress of managing a property. Through our expert management services, we maximize the return on your investment, and ensure all the details are handled.

### **Peace of Mind**

By maintaining excellent relations with our tenants and diligently caring for your property, we avoid most potential problems. Tenants are informed of their responsibilities regarding your property and their contracts. We will quickly and professionally settle any problems that may arise, with your interest in mind.

### **Responsive and Personal Service**

When you choose Hallmark Property Management, Inc. to manage your property, not only can you count on competent and professional service, but also on personalized



## **MANAGEMENT SERVICES**

Our full service management is a comprehensive service, starting from the leasing and screening of tenants to financial record keeping and bill paying. We make owning your property simple and only require you to read your monthly statement and receive your monthly check.

We do not charge set up fees, rent-up fees or other miscellaneous fees. We work very hard to keep our fees competitive.

Hallmark Property Management, Inc. provides you with:

- Rental Analysis
- Tenant Screening
- Professional Rental Sign
- Lock Box
- On-Line Advertising
- Showing of the Property
- Contract Preparation & Execution
- Move-In Coordination
- Handling of All Day to Day Operations
- Repairs & Maintenance Estimates
- Owner Accounting
- Monthly Statements w. Owner Funds
- Handling of all Payments
- 24/7 Emergency Hotline
- Estimates for Major Repairs
- Prompt Communication
- & More

**Call us today to schedule  
a free consultation to discuss  
your property management  
needs:**

**(714) 841-4500**

## **WE MANAGE:**

- ✓ **Single Family Homes**
- ✓ **Condominiums / Townhomes**
- ✓ **Apartment Buildings**
- ✓ **Office and Commercial Centers**
- ✓ **Associations**
- ✓ **Vacation Rentals**
- ✓ **Vacant Parcels / Properties**

## **WE PROVIDE:**

- ✓ **Lease-up Service**
- ✓ **Vacation House Sitting**

**Enjoy the benefits of being a  
property owner without the  
headaches that accompany the  
management of your  
investment!**

