



**OREGON'S TRUSTED  
PROPERTY MANAGEMENT COMPANY**

# YOUR INVESTMENT MATTERS

Many owners do not have time, necessary knowledge of the law, or desire to deal with tenants. In many cases, a property manager is better able to facilitate negotiation between owner and tenant.

Your investment requires careful attention to accounting and management procedures. We offer our property owners and their tenants an organized and effective approach to property management - an approach that pays our owners substantial dividends over the long term. Here's what we can offer you with our **full-time property management services**:



**Guidance of your investment to long-term profitability**, obtaining the maximum market rental rate and keeping turnover of tenants to a minimum



Rapid action to **keep rents at an optimum level** for the property owner's benefit



Complete **monthly accounting statements and payments** by the 20<sup>th</sup> of each month



**Electronic payment and statement options**



**Frequent personal communication** with our owners by phone, e-mail, and in-person



**Competitive bids on all major work**, utilizing years of experience gained with local vendors and suppliers



**Authorization within the State of Oregon** to set rental rates, advertise for rent or lease, show, take applications, check credit and other references, make screening decisions, enter into rental agreements, and collect rents

Our goal is to maximize your investment, retain satisfied tenants and serve you with competent management. For more information or questions, please contact us.

# 10 REASONS TO TRUST CPM

## 1 VALUE

We have no additional or hidden fees, such as charging extra fees for signing a lease or finding a tenant.

## 2 ON-CALL SERVICE

After-hours calls are routed to a person who will arrange for repairs needed in urgent situations.

## 3 EXPERIENCE

Our company began in 1999 and our owner, Jeff, has been with the company since 2014.

## 4 GREAT CUSTOMER SERVICE

We strive to always be courteous, even in strenuous circumstances.

## 5 FULL-TIME PROPERTY MANAGEMENT

Many property management companies are under a real estate firm or are operated by someone with another job elsewhere. While others have obligations apart from attending to property management, we are fully committed to you.

## 6 FAMILY-OWNED AND OPERATED

Our owner, Jeff, was hired by CPM in 2014 and worked his way up, until he purchased CPM in 2021. He is committed to keep CPM as a family-owned business.

## 7 CARE

We really do care for people, which comes across in effort and response to our clients.

## 8 HIGH ETHICAL STANDARDS

Ethics in decision-making and work standards ensure that we will do everything in our power to satisfy our clients' needs.

## 9 PROMPT ACCOUNTING

We reliably send statements and payments the same time every month.

## 10 THOROUGHLY VETTED TENANTS

If an applicant fulfills our rigorous screening criteria and is approved, you can be confident in a committed tenant moving into your property.

# NEW MANAGEMENT CHECKLIST

We are excited for you to join the CPM family! Thank you for your trust.

In order for us to begin management services, we require a short list of items from our new homeowners and investors. Please review the list below to make sure we have everything we need. If you have any questions, call our office **(503.554.0219)** or send an email to **office@cpmoregon.com**.

- Your email, current address and phone
- Bank info if you would like direct deposit
- Original, signed copy of the management agreement
- \$500 Trust account reserve funds
- Account setup as agreed upon - typically \$100 for one unit
- Three copies of all keys (entry, mail, other locks)
- Remotes/keypad codes, if applicable
- Proof of ownership, i.e. Title, Deed, Property Tax Statement
- W9
- Proof of rental dwelling insurance

***If tenants are already in place, please complete these additional items:***

- Lease agreement
- Move-in documentation
- Other pertinent lease documents, i.e. addenda, Housing Authority communications
- Tenant(s) contact information
- Other pertinent communications/agreements with tenant(s)

# INTERESTED IN WORKING WITH OUR TEAM?

EMAIL US AT [OFFICE@CPMOREGON.COM](mailto:OFFICE@CPMOREGON.COM)

- OR -

CALL US AT (503) 554-0219



[cpmoregon.com](http://cpmoregon.com)

[\(503\) 554-0219](tel:(503)554-0219)

[office@cpmoregon.com](mailto:office@cpmoregon.com)