

RENTAL PROPERTIES & MANAGEMENT / LEWIS Realty

2305 E. Fifth Street • Tyler, Texas 75701

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APARTMENTS – DUPLEXES – HOUSES

FACTS SHEET

Rental Properties and Management has been managing and leasing properties in the Smith County area for more than 25 years. We are members of Texas Association of Realtors, Greater Tyler Association of Realtors, Better Business Bureau, Chamber of Commerce, Retail Merchants Association of Tyler and the Texas Apartment Association.

Ellen Woodard, ewoodard@tylerrentalproperties.com Owner/Broker, has more than 25 years in Real Estate and Rental Property Management.

Larry Lewis larry@lewisrealty1.com Owner/Broker, has been serving in the Tyler community for the last several years. Belonging to the Greater Tyler Association of Realtors and subscribing to the Multiple Listing Service (MLS), he not only can list your residential property but also may find your next dream home or investment property. Serving you as a broker and as a property manager gives you that experience you are looking for.

Dale Purdy dale@tylerrentalproperties.com is a Property Manager with 5 years in Property Management.

FOR MANAGEMENT

- ½ of First Full Month Rent at lease signing,
- 10% of each months rent thereafter
- Advertise in the Tyler Morning Telegraph
- We interact with Tenants
 - Qualify prospective Tenants
 - Prepare Lease
 - Take care of problems with Tenants
 - Manage repairs and services, as necessary, to property
 - Collect rent
- Prepare Monthly Statements and mail checks to Property Owners
 - by the 5th of each month.¹
- Prepare IRS Form 1099 at the end of the year for Tax Filing

FOR LEASING

- ½ of First Full Month Rent at lease signing
- Qualify prospective Tenants
- Prepare Lease
- Advertise in the Tyler Morning Telegraph
- After lease is signed, Owner is responsible for all transactions with Tenant.

REFERENCES FURNISHED UPON REQUEST

¹ It is our goal to pay our owners by the 5th of each month, this may vary.