

# CREIGHTON AND ASSOCIATES REALTY

PROPERTY MANAGEMENT SPECIALISTS

To Our Future Clients:

**RE: CONSIDERING CREIGHTON AND ASSOCIATES  
TO MANAGE YOUR RENTAL PROPERTY**

Thank you for contacting Creighton and Associates Realty.

In response to your inquiry, yes we are fully experienced in providing **turnkey rental management services** for properties such as yours and we are very interested in offering these services to you. Be assured that we are committed to providing our clients with great service and to always act in their best interests.

I would like to put the experience I have gained managing rental properties in the Lower Mainland since 1989 to work for you. Properties managed range from hundreds of individual houses and condominium apartments to multi-family buildings with up to 250 units and multi-family portfolios exceeding 2000 units.

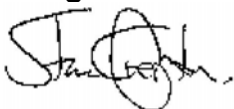
Creighton and Associates offers investment property owners the security of having met the same (and sometimes higher) licensing requirements, having the same errors and omissions insurance and the same liability insurance of the largest property management firms in British Columbia.

We provide a level of personal service, property manager access, owner reporting and consistency of service **matched by very few, especially larger property management companies**. Our rates are **competitive** with all other leading companies and **lower than many**.

Please do review the detailed description of our rental services attached. I will be happy to discuss with you how we can apply our expertise to maximizing the rental value of your property and how we may be the property management company most able to represent your best interests. I will call you soon. Feel free to call me anytime.

Thank you,

**Creighton and Associates Realty**



Steve Creighton, Managing Broker  
Mobile: 604-868-9980

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## Why Professional Rental Property Management?

- ✓ To Assure Residential Tenancy Act and Regulations Compliance
- ✓ Greater Protection of Proven Legal Documents and Procedures
- ✓ Lower Risk of Vacancy and/or Tenant Fraud
- ✓ To Maximize Net Rental Income

## Why Creighton and Associates?

- ✓ Full and Complete, Turnkey Rental Management Service
- ✓ 24/7/365 Property Manager Availability
- ✓ 19 Years Rental Management Experience (Steve Creighton)
- ✓ Experts regarding condominium homeowner rights to rent their units and their obligations to their strata corporation.

## Properties Managed:

- ✓ Houses, Strata Titled Apartments & Townhome Units
- ✓ Unfurnished and Furnished Properties
- ✓ Duplex, Triplex, Fourplex and Multi-Family Buildings

## Areas Serviced:

- ✓ Vancouver, North Vancouver, Burnaby, Richmond, South Delta

## Management Services:

- ✓ Effective Property Marketing and Showings
- ✓ Tenant Evaluation, Reference Checking and Credit Reports
- ✓ Execution of Legally Binding Tenancy Agreements that Comply with the Residential Tenancy Act and Protect Owners' Interests.
- ✓ Form K and Strata Corporation Compliance
- ✓ Move-In and Move-Out Condition Inspections
- ✓ Rent Collection, Monthly Financial Statements
- ✓ Direct Deposit of Net Rents to Owners Account
- ✓ Payment of Property Related Expenses on Behalf of Owner
- ✓ Non-Resident Tax Filings as Required
- ✓ Property Inspections, Crime Prevention Strategies
- ✓ Property Maintenance and Emergency Service 24/7/365
- ✓ Coordination of Rent Increases as per RTO Requirements
- ✓ Holding of Security Deposits in Trust Account
- ✓ Processing and/or Filing of Security Deposit Claims
- ✓ AVAILABILITY TO OWNERS 24/7/365

**Languages:** ✓ English, Cantonese, Mandarin

**Member:** ✓ BC Apartment Owners and Managers Association  
✓ Real Estate Board of Greater Vancouver (REBGV)  
✓ REBGV - Commercial Division