

LEASING & PROPERTY SERVICES PROPOSAL



**TENANT PLACEMENT • DOCUMENTATION •
PROPERTY MANAGEMENT OPTIONS**

| - All Tiers 1 ~ 3 Listed - |

PREPARED FOR :

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RENTING PROPERTY COMES WITH RISK

Many property owners unintentionally expose themselves to risk when renting property.

Common issues include:

- Outdated lease paperwork
- Incomplete tenant screening
- Changing state and local regulations
- Maintenance issues that escalate without oversight

Kentwood Properties, Inc. helps property owners reduce these risks by providing professional leasing support, compliant documentation, and flexible management options.

WHAT THIS PROPOSAL COVERS

• **Tier 1 – Leasing & Documentation Support**

Tenant screening and lease preparation for owners who manage their property directly.

• **Tier 2 – Enhanced Leasing Oversight**

Expanded leasing support with additional coordination and marketing presentation.

• **Tier 3 – Full Property Management**

Comprehensive management for owners seeking a hands-off approach.



SERVICES INCLUDED BY TIER

Kentwood Properties, Inc. provides structured leasing and management services designed to support property owners at different levels of involvement.

The following overview illustrates how services expand across each tier, allowing owners to choose the level of support that best fits their needs:

TIER COMPARISON

Service	Tier 1	Tier 2	Tier 3
Tenant Screening	✓	✓	✓
Lease Preparation & Documentation	✓	✓	✓
Listing Preparation & Marketing	✗	✓	✓
Showing Coordination	✗	✓	✓
Vendor Coordination	✗	✗	✓
Maintenance Oversight	✗	✗	✓
Rent Collection & Reporting	✗	✗	✓



Service Details – The following sections provide additional context for the services that form the foundation of the leasing and management process.

Tenant Screening

A properly screened tenant is one of the most important factors in protecting a rental property. Kentwood Properties provides comprehensive screening including:

- 3-bureau credit reports (Equifax, Experian, TransUnion)
- criminal and eviction history checks
- financial standing and payment reliability verification

These reports help property owners make informed rental decisions and reduce the likelihood of future issues.

Lease & Rental Documentation

Proper lease documentation protects both the owner and the tenant relationship.

Kentwood Properties prepares lease agreements using **California Association of Realtors forms**, including all required disclosures. Documents are executed digitally through **DocuSign**, providing secure signatures and organized record storage.

Leasing Support

Successful leasing requires clear presentation of the property and proper documentation during the move-in process.

Kentwood Properties assists with:

- listing guidance and marketing recommendations
- move-in documentation
- tenant file organization for owner records

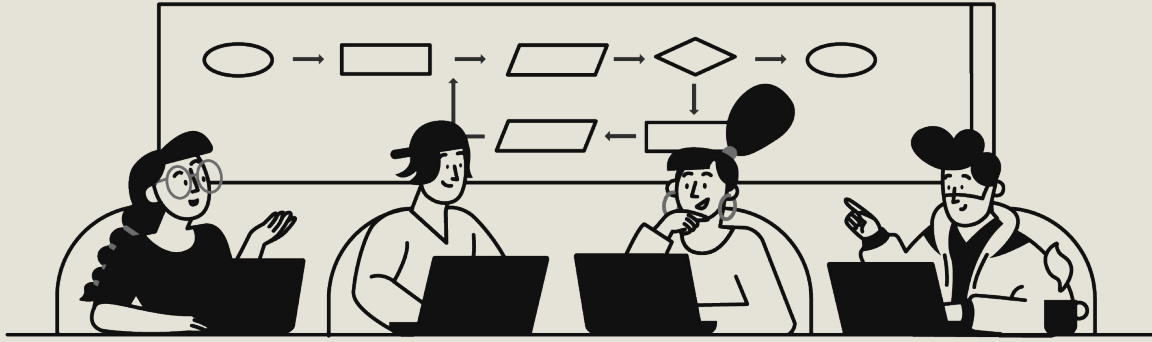
Property Management

Ongoing property management requires consistent coordination and oversight.

Full management services include:

- vendor coordination and repair scheduling
- maintenance oversight
- rent collection and financial reporting

For many owners, this level of support provides the most effective way to protect the property while reducing day-to-day management responsibilities.



WHY *PROPERTY OWNERS* WORK WITH *KENTWOOD PROPERTIES, INC.?*

Kentwood Properties, Inc. has worked with property owners throughout Los Angeles and the Beach Cities for more than 30 years. Our focus is helping owners protect their rental investments through proper documentation, qualified tenant placement, and structured management practices.

Renting property involves more than simply finding a tenant. Proper screening, accurate lease documentation, and consistent oversight all play an important role in maintaining a successful tenancy and protecting the long-term value of the property.

Kentwood Properties works with owners to simplify the leasing and management process while helping reduce common risks associated with rental properties.

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Experience and Local Knowledge

Our team has extensive experience working with residential rental properties throughout the Los Angeles area. This experience allows us to guide property owners through leasing decisions, tenant screening, and documentation requirements with confidence.

Structured Leasing Practices

A structured leasing process helps ensure that each tenancy begins with clear expectations and proper documentation. From tenant screening to lease preparation, each step is handled with attention to compliance and long-term stability.

Reducing Liability and Risk

Rental regulations and disclosure requirements continue to evolve. Using current lease forms and maintaining organized documentation helps reduce liability exposure and protects both the property owner and tenant relationship.

Flexible Service Options

Every property owner has a different level of involvement they prefer when managing their property. Kentwood Properties offers multiple service tiers so owners can choose the level of support that best fits their needs, from leasing assistance to full property management.

Long-Term Investment Protection

Our goal is to help property owners protect the value of their investment while maintaining successful rental relationships. Through careful tenant placement, compliant documentation, and experienced oversight, Kentwood Properties helps owners manage their rentals with greater confidence.

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NEXT STEPS



Kentwood Properties, Inc. offers flexible leasing and management services designed to support property owners at different levels of involvement. Once a service tier is selected, Kentwood Properties will review the property details and begin the leasing preparation process.

Typical next steps include:

- Review property information and rental goals
- Determine appropriate service tier
- Prepare listing guidance and tenant screening process
- Prepare lease documentation when a tenant is selected

Owners may also request additional support through expanded service options, including enhanced leasing oversight or full property management.

AUTHORIZATION TO PROCEED

If you would like Kentwood Properties, Inc., to begin the leasing process, please confirm the selected service tier below.

Selected Service Tier: _____

Property Address: _____

Owner Name: _____

Owner Signature: _____

Date: _____

CONTACT INFORMATION

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Serving Los Angeles and Beach City property owners for over 30 years.

