

KPI

TIER 1
PROPOSAL

01/04

LEASING & PROPERTY SERVICES PROPOSAL



**SCREENING • LEASE DOCUMENTATION •
OWNER-MANAGED LEASING SUPPORT**

**| TIER 1 |
SERVICE PROPOSAL |**

PREPARED FOR :

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**KENTWOOD
PROPERTIES. INC.**



LEASING DOCUMENTATION & SCREENING SUPPORT

RISK

Many property owners unintentionally expose themselves to risk when renting property. Common issues include outdated lease paperwork, incomplete tenant screening, and changing state or local rental regulations.

Without proper documentation and screening, even a well-intentioned leasing process can lead to disputes, compliance issues, or **unnecessary** financial risk.

Kentwood Properties, Inc. helps property owners **reduce risk** by providing **professional tenant screening services** and **compliant lease documentation**.

Tier 1 is designed for property owners who prefer to manage their property directly but want **professional support** to ensure the leasing process begins with **proper documentation** and **qualified tenant screening**.

This service focuses on **tenant screening**, **lease preparation**, and **organized documentation** while the property owner continues to manage the property after move-in.

The following pages outline the services included in **Tier 1** as well as the responsibilities that remain with the property owner.

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SERVICES INCLUDED IN TIER 1

TENANT SCREENING

- 3-bureau credit reports (Equifax, Experian, TransUnion)
- criminal and eviction history checks
- financial standing and payment reliability verification
- screening summary provided to assist with tenant selection

LEASE & RENTAL DOCUMENTATION

- California Association of Realtors lease forms
- required disclosures included
- digital lease execution through DocuSign
- organized electronic document storage

LEASING SUPPORT

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

SERVICE SCOPE

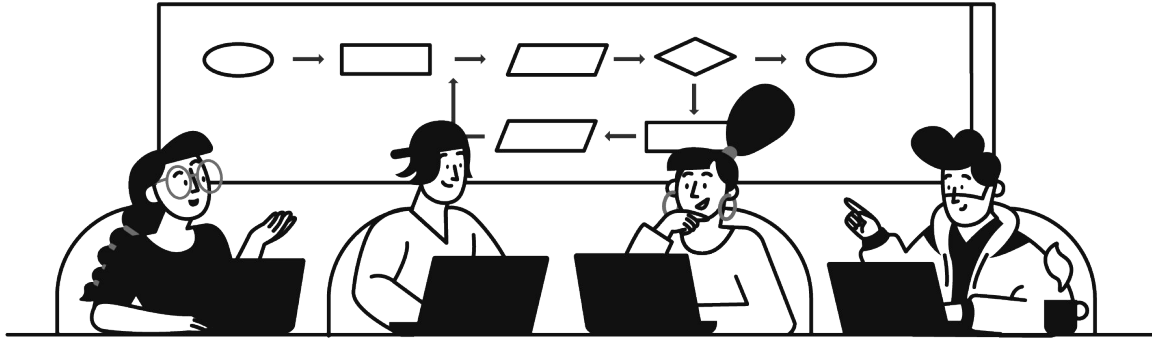
Under **Tier 1**, Kentwood Properties provides tenant screening and lease documentation support during the leasing process **only**.

Kentwood Properties' involvement **concludes** once the lease agreement is executed and the tenant has taken possession of the unit.

After this point, the **property owner assumes full responsibility for ongoing property management**, including tenant communication, maintenance coordination, vendor scheduling, rent collection, and day-to-day property operations.

Owners seeking **continued** support may consider expanded service options **available** through Kentwood Properties, Inc.





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 screening, and structured leasing practices.

Renting property involves *more* than simply finding a tenant.

Proper screening, accurate lease documentation, and clear expectations at the start of a tenancy help prevent future issues and support a stable rental relationship.

Kentwood Properties works with owners to simplify the leasing process while helping reduce common risks associated with **owning rental property**.

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 tenant screening, lease preparation, and documentation requirements with confidence.

STRUCTURED LEASING PRACTICES

A structured leasing process helps ensure that each tenancy begins with proper documentation, qualified tenant screening, and clear lease terms. These steps create a stronger foundation for a successful rental relationship.

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 protect both the property owner and tenant relationship.

LONG-TERM INVESTMENT PROTECTION

Our goal is to help property owners protect the value of their investment while establishing stable tenancies. Through careful documentation and responsible screening practices, Kentwood Properties helps owners manage their rentals with greater confidence.



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.

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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.”

