

KPI

TIER 3
PROPOSAL

01/04

LEASING & PROPERTY SERVICES PROPOSAL



**TENANT PLACEMENT • LEASE
DOCUMENTATION • PROPERTY
MANAGEMENT**

| TIER 3 |

PREPARED FOR :

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**KENTWOOD
PROPERTIES, INC.**



FULL PROPERTY MANAGEMENT

Many property owners unintentionally expose themselves to risk when managing rental property. Common issues include inconsistent tenant communication, delayed maintenance coordination, incomplete documentation, and evolving state or local rental regulations.

Without organized management practices and consistent oversight, even a well-intentioned rental property can become difficult to manage and expose owners to unnecessary financial or legal risk.

Kentwood Properties helps property owners reduce these risks by providing professional tenant placement, compliant lease documentation, and ongoing property management oversight.

02/04

WHAT TIER 3 PROVIDES

Tier 3 is designed for property owners who prefer a fully managed leasing and property management structure.

Under this service level, Kentwood Properties, Inc. *manages both* the *leasing process* and the *ongoing coordination of the property*, allowing owners to maintain their investment while reducing the time and effort required to manage the property directly.

This service includes tenant placement, lease documentation, rent collection coordination, tenant communication, and vendor coordination for maintenance or property-related services.

SERVICES INCLUDED

TENANT PLACEMENT

- professional tenant screening
- 3-bureau credit reports
- criminal and eviction history checks
- financial standing verification
- screening summary

LEASE & RENTAL DOCUMENTATION

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

PROPERTY MANAGEMENT

- tenant communication and coordination
- rent collection and tracking
- vendor coordination and maintenance scheduling
- lease compliance oversight
- organized tenant and property records

OWNER SUPPORT

- ongoing communication with property owners
- vendor coordination and service oversight
- documentation management and record keeping

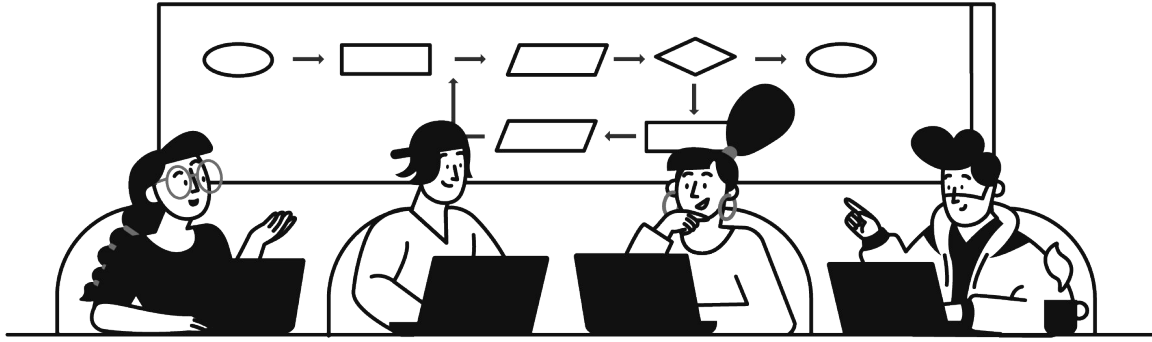
SERVICE SCOPE

Under Tier 3, Kentwood Properties, Inc. provides ongoing leasing and property management services for the property.

Kentwood Properties, Inc *manages* tenant communication, rent collection coordination, documentation management, and vendor coordination for maintenance or property-related services.

Property owners maintain ownership and final decision authority while *Kentwood Properties, Inc.* provides the structure and oversight necessary to *manage the property* on a day-to-day basis.





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.

04/04

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.”

