



Expectations from Paragon Management

We established Paragon Property Management with a commitment to provide exceptional service. We understand that every property owner has unique needs, and we work tirelessly to meet your specific requirements.

1. Property Marketing

- We will advertise your property on multiple platforms to attract qualified tenants.
- Professional listing photos and descriptions will be created to highlight the best features of your property.
- Regular updates on the progress of your property's listing will be provided. If you review your listing and see any issues, please reach out, we will gladly update listings.
- If you have a Facebook page or any other sort of advertising you want to do on your own, feel free to do this. You can provide our phone number or email to contact us with any questions as well. We do not post on social media pages directly to advertise properties but will post on many rental specific websites.
- Any photos taken of the property will be owned by you. Whether we had them professionally taken or we took them ourselves, you may use them. We request if you do not want us to use any of your pictures for our own social media such as Facebook, Instagram, Google Business, please inform us and we will respect your decision.

2. Tenant Screening

- We conduct thorough background checks, including credit, rental history, employment, and criminal records through a third-party vendor, to ensure the tenants meet all qualifications for your property.
- All tenant applications will be reviewed and presented to you for final approval.

3. Lease Management

- We handle the entire lease process, including drafting, signing, and renewing leases. Once a tenant is signed, you will receive a copy of the lease.

4. Property Maintenance

- Inspections will be performed on a semi-annual bases to ensure they are maintained properly.
- We coordinate all maintenance and repair requests, working with vetted vendors to ensure quality work at competitive rates.
- Emergency maintenance is available 24/7 for urgent issues.



5. Rent Collection

- Timely rent collection and deposits will be managed through our online payment system.
- As the owner, you will receive monthly payments. If a tenant moves in on/before the 2nd of the month, you will be paid by the 15th of the same month.
- If a tenant moves on the 3rd or later, you will be paid by the 15th of the following month.
- We handle any late payment situations, including issuing reminders and enforcing late fees when necessary.

6. Financial Reporting

- Monthly and annual financial reports will be available via your owner's portal in DoorLoop.
- We offer transparency in all transactions, with online access to your account to track your property's performance.

7. Tenant Relations

- We serve as the primary point of contact for tenants, handling communication and resolving any issues, no need to contact the tenant directly.

Owner Expectations

1. Utilities

- If you have an unfurnished unit, place each of your utilities (gas, water, trash, electric, sewer, etc.) on landlord standby. This will allow your tenant to easily set up their own utilities and avoid unexpected shutoffs between tenants.

2. Vendors

- If you have vendors such as an electrician that you want us to use instead of our known vendors, please ensure you provide that information correctly during our onboarding process. If you later want to add a known vendor, this is the information we will need to provide us with:
 - First Name:
 - Last Name:
 - Company:
 - Services:
 - Phone Number:
 - Email:



3. Insurance

- Owners are responsible for maintaining appropriate insurance coverage for their property, including landlord insurance.
- We want to ensure Paragon Management LLC has been added to your property insurance within 30 days of signing our property management agreement. Please contact your insurance provider and inform them to add Paragon Management LLC as “additional Insured”.
- Please verify that your insurance policy meets or exceeds the minimum amounts stated in our property management agreement.
- Once your insurance policy is updated, please email a copy of the policy to David.tyree@paragon-assets.com

Required Information about our business:

- Company: Paragon Management LLC
- Address: 500 4th St NW Suite 102 PMB 1665 Albuquerque, NM 87102
- Contact email: David.Tyree@paragon-assets.com
- Contact number: 505-225-1739

4. Communication

- We will provide regular updates on your property, including tenant feedback, maintenance needs, and financial performance.
- Owners are encouraged to reach out with any questions or concerns. Our goal is to maintain open and transparent communication.

5. Maintenance Funds

- We require a maintenance reserve fund to cover any small repairs or emergency fixes. This is negotiated per client.
- We shall establish an expense limit for repairs as well so that we can handle things for our clients. That standard limit is \$500. This allows for us to quickly and efficiently solve your properties problems.
- Larger expenses will be communicated to you in advance for approval.
- If an emergency occurs such as water leaks, gas leaks, fires, etc. We shall act immediately to ensure life and safety before we contact you. If we are unable to contact you immediately, we will resolve the problem to ensure life and safety and follow up for next steps.



6. Partnership

- Your involvement in decision-making is important, and we will always seek your input for major property-related decisions.
 - We view our relationship as a partnership and will work diligently to protect your investment.
-

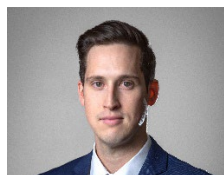
David Tyree

Property Manager | Paragon Property Management

Phone: 505-225-1739

Email: David.Tyree@paragon-assets.com

www.paragon-assets.com/property-management



Much of our business comes from personal relationships and positive Google Business Reviews. If you're satisfied with our management services, we would greatly appreciate a 5-star review. Simply click this link ([Google Review](#)) or scan the QR code below to share your feedback.

Paragon Property Management Google Review

