



## **KAUAI RENTALS & REAL ESTATE PROPERTY MANAGEMENT SERVICES**

Property owners who have rental units on Kauai may depend on the services of our company to handle the day-to-day necessities of managing their single-family homes or condominiums. The Hawaii State Landlord/Tenant Code is becoming more and more complicated, and the responsibilities of the landlord under this code may create problems for the homeowner who is unaware of the rental complexities. To help the owner with these and other management problems in the rental of his/her property, we have available the following list of services:

### **SELECTION OF THE TENANT**

This is one of the most important phases of our services. A thorough screening of each tenant is mandatory to insure reliability, job security and good character.

### **EXPLANATION OF TENANT OBLIGATIONS**

Tenants are provided with an explanation of their obligation as provided for in the standard written rental agreement, inventory and condition form, attached addendum, house rules and our rental policies and procedures.

### **INSPECTION OF THE PROPERTY**

Inspections of the property are made as necessary and proper necessary repairs due to ordinary wear and tear will be recommended to the landlord. Security deposits will be refunded promptly after an inspection of the property less any costs to repair or replace items damaged by the tenant when they vacate the property.

### **MONTHLY ACCOUNTING STATEMENTS**

A simple statement will be sent each month detailing the receipts of income and disbursement of expenses. We will also let you know whenever your tenant is delinquent in his rental payment and what steps we are taking to collect the rent or to evict the tenant.

### **HAWAII GENERAL EXCISE TAX**

All rental income must be reported to the State of Hawaii and a 4% tax paid on income received.

### **MINOR REPAIRS**

Minor repairs can be handled from our office with copies of invoices sent to the owner. Repairs costing over \$500.00 will first be brought to the owner's attention and approval received before we finally authorized the repair. In an emergency when life or property is endangered, we will act promptly to minimize loss.

### **LIMITATIONS OF OUR MANAGEMENT SERVICES**

No company can assure any owner of uninterrupted occupancy. We cannot guarantee that the rental income will cover the expenses. As your agent, we can only fully test the reliability of the tenant after he has taken occupancy and demonstrated his ability to make prompt rental payments as well as maintain the property. When the need arises to consult an attorney regarding nonpayment of rent, evictions, or summary of possession proceedings, certain lawful procedures must be followed which are favorable to the tenant and costly for the owner to pursue. All legal costs and court costs must be paid by the landlord/owner.

### **RENTAL MANAGEMENT AND FUTURE SALES**

We would like to encourage you to consider our firm in the future if you decide to sell your property. We appreciate our clients' confidence, and work together within the company to earn that trust. Our rental and sales team cooperate fully to insure a complete coordination between rental management and sales.