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Property Management Company Interview Worksheet

Company Name: _____

Manager Contact: _____

Phone / Fax: _____

Address: _____

Email / Website: _____

Basic Costs

Monthly Rate: _____

Cost for filling Vacancies: _____

Lease Renewal Fees: _____

Incidental Charges: _____

Important Company Information

How many properties they manage? _____

How many managers work at the company? _____

What specific areas they focus on? _____

How long have they been in business? _____

Do they manage their own properties or just those others? _____

Do the managers have any Professional Designations? (NARPM, IREM) _____