



Property Management Inc.

ROC



Lynne Betlem

Broker/Owner

(585) 749-4663

Property Management Inc.

ROC



Property Management Inc.

Fees that please!

(585) 507-9700

Lynne Betlem

Broker/Owner

(585) 749-4663

Office: (585) 507-9700

Fax: (585) 425-2955

E-mail: ROCManagement@rochester.rr.com

www.RocPropertyManager.com

Dependable Property Management From Suburbs To City

We treat your property like our own



Highly Responsive –
When you call... we call you back



18 years experience Managing your
Real Estate & Investment Needs



Computerized Monthly Reports
You see your income & expenses
in detail



Detailed repair reports



Maximize your investment



Call or e-mail to put us to
work for you.

*Your property manager provides the
following services:*

- 🏠 Rental of all vacant units.
- 🏠 Collect and distribute rent payments.
- 🏠 Make payments necessary for repair/maintenance invoices
- 🏠 Secure estimates and approval required for repair or maintenance
- 🏠 Maintain the confidentiality of owner(s) identity
- 🏠 Counsel tenants on lease terms, property amenities, proper use of appliances, etc.
- 🏠 Conduct pre-and post-lease inspections, complete report
- 🏠 Make property inspections - weekly when vacant, quarterly when occupied.
- 🏠 Provide maintenance and repair of property as needed at owner's expense.
- 🏠 Provide owners with monthly computerized reports on all income and expenses.
- 🏠 Provide owners with a yearly spreadsheet for tax purposes.
- 🏠 Field all tenant calls.
- 🏠 Handle all paperwork for DSS and Section 8.