

Single Family Homes and Condos



Utopia Management is San Diego's largest property management company of individual homes and condominiums.

Our fee for managing a single-family home, condominium, or town home is 8% of collected revenues, and begins after placing a tenant in your property. (A lower fee applies when you place multiple properties with us.) There are neither lease-up fees for placing the tenant, nor property set-up fees.

Utopia's marketing program, combined with our dominant position in the rental management marketplace increases traffic for your rental property. As a result, we are able to consistently rent properties, priced at current market rates, to qualified tenants in approximately thirty days.

We understand that placing the right tenant is the single most important step in the process. All rental applicants are thoroughly screened by running industry-specific credit reports and by verifying employment and previous rental history.

We offer complete and comprehensive management, marketing and maintenance services, which allow our clients to live and work around the world with confidence in Utopia Management's expertise. We handle maintenance issues, maintain tenant access to 24-hour emergency service, provide full financial accounting, pay bills, collect rents, enforce lease provisions, and handle move-in and move-out inspections. Utopia also provides our owners with an optional "Eviction Protection Program" to help offset the costs of evictions. Along with this program, Utopia has access to free expert legal counsel who advises and updates us on Landlord-Tenant Laws.

After providing us with some detailed information about your property and reviewing this package, the next step is to meet with a Utopia Management representative at your property. The meeting is to view your property, advise you on the current rental rates of comparable properties in your neighborhood/area, take pictures to post on our website, and answer any questions you may have regarding our management services. A signed contract and set of keys to your property is typically all we need to begin our leasing and management services.

Apartment Communities



Utopia Management manages apartment communities of all sizes throughout San Diego County. Our fee for full service management ranges from 3% to 7% of collected revenues, depending on the size of the property and the complexity of management. We offer complete and comprehensive management services, which allow our clients to live and work around the world with confidence in Utopia Management's expertise.

Our full service management includes rent collections, evaluation of existing on-site staff (16 units and over), rental surveys, tenant screening and leasing, property maintenance coordination, property inspections, financial record keeping, bill paying, lease provision enforcement, and tenant access to 24-hour emergency service. Utopia's expert legal counsel advises and updates us regularly regarding Landlord-Tenant Laws.

Utopia's marketing program, combined with our dominant position in the rental management marketplace, increases rental traffic for your apartment community. As a result, we are able to consistently rent properties, priced at current market rates, to qualified tenants usually within 30 days or less.

The first step Utopia takes with potential new owners is scheduling a property evaluation meeting. We normally do a property review (or "walk-through") and evaluation prior to the meeting with you. This property review helps to give us a good understanding of your property's needs. At the initial meeting, we will identify owner expectations and establish what services Utopia Management will provide. Further, this meeting will help to identify existing problems, act as a forum to discuss potential solutions, answer your questions and concerns, and establish goals for your property.

Commercial and Office Buildings



Utopia Management manages office buildings and commercial properties of all sizes throughout San Diego County. The fee for our full-service management ranges from 3% to 7% of collected revenues, depending on size and complexity of management. We offer complete and comprehensive management services, which allow our clients to live and work around the world with confidence in Utopia's management expertise.

Our full service management includes rent collection, rental surveys, tenant screening and leasing, property maintenance coordination, property inspections, financial record keeping, bill paying, lease provision enforcement, and tenant access to 24-hour emergency service. Utopia's expert legal counsel advises and updates us regularly regarding Landlord-Tenant Laws.

Utopia's marketing program, combined with our dominant position in the management marketplace, increases rental traffic for your office building or commercial property. As a result, we are able to consistently rent properties, priced at current market rates, to qualified tenants.

The first step Utopia takes with potential new owners is scheduling a property evaluation meeting. We normally do a property review (or "walk-through") and evaluation prior to the meeting with you. This property review helps to give us a good understanding of your property's needs. At the initial meeting, we will identify owner expectations and establish what services Utopia Management will provide. Further, this meeting will help to identify existing problems, act as a forum to discuss potential solutions, answer your questions and concerns, and establish goals for your property.



UTOPIA MANAGEMENT

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www.utopiamanagement.com

Thank you for your interest in Utopia Management, San Diego's premier management company. By choosing Utopia you will be getting a qualified and professional management company at one of the lowest rates in town. Utopia manages a wide variety of rental property throughout the county including single-family homes, condos, apartment communities, office buildings and commercial centers.

Utopia's comprehensive management service is delivered by a professional management staff that will allow you the freedom you are looking for when hiring a management company. Our clients feel confident that their properties and tenants are getting the care that is needed.

Our goal at Utopia is to create and maintain the financial success of your property (ies), while freeing you from the day-to-day management tasks. You will find that Utopia Management is the most advanced management company in San Diego County and our management services are consistently updated to meet the changing demands of the marketplace. With a strong management company, you can enjoy the benefits of being a property owner without having the headaches that sometimes accompany the management of your investment.

The enclosed packet includes: an outline of our management services, Utopia's "Professional Management Agreement", a "Rental Profile Sheet", "What We Need From You" form, sample "Owner's Statement" and "Cash Flow Report", SDG&E's "Continuity of Service Agreement" and letters of reference.

A representative from Utopia will be calling you to discuss your property and schedule an appointment to meet with you. If you would like to contact us, you may do so by calling our office at (858) 598-1111. Please let the receptionist know that you are interested in speaking with someone regarding our property management services.

Sincerely,

Business Development Manager

Outline of Management Services



Management Services:

Utopia Management is a full service property management company, able to handle all of your property management needs, and serving rental property owners throughout San Diego County. Each property is managed by an experienced Property Manager and Management Assistant team, who will work directly with you on all aspects of your property(ies).

Accounting Services:

Utopia Management provides comprehensive accounting services that include financial record keeping, accounts payable, accounts receivable (i.e. rental and other income, deposits, expenses, maintenance labor and materials, management fee, taxes, mortgage & loan payments, insurance premiums, and HOA fees), which are all recorded and shown on the monthly "Owners Statement".

Advertising:

Utopia Management will establish a marketing plan for your property. The same marketing techniques have a different effect in each area. Therefore, we will evaluate the best methods for marketing your property. We normally start by taking interior and exterior pictures of your property to place on multiple websites on the Internet, including the most trafficked property management site in San Diego, **www.utopiamanagement.com**. Signage is also placed on the property to increase rental traffic. Utopia Management has negotiated discounted rates for our owners with most San Diego print advertisers, including The San Diego Union Tribune, The San Diego Reader, and The North County Times.

Maintenance:

Utopia Management has an established in-house Maintenance Department, which Tenants may call to request repairs within their unit, or within their apartment community. Utopia maintenance technicians are experienced in various maintenance fields. Utopia's Maintenance Department also uses established subcontractors who provide Utopia with quality service at reasonable rates when our in-house maintenance staff is not available. Utopia also offers after hours, weekend and holiday emergency maintenance service through our switchboard via our 24-Hour '911' extension.