



**The
GARCIA
Group**

GarciaGRP.com

Professional Property Management and Real Estate Services

The Garcia Group confidently offers a reliable property management experience for both Owners of a single-family home and Investors of multi-unit buildings, and their valued tenants. Owners trust The Garcia Group to oversee their properties; helping them realize a higher rate of return on their income properties through trusted advice, skillful negotiation and expert facilitation. Whether you live across the street from your rental or you're around the world, you'll be secure knowing your investment is professionally cared for 24 hours a day.

With our office centrally located at The Water Tower Business Complex in the Johns Landing neighborhood Portland – near the west ends of both the Ross Island and Sellwood Bridges – The Garcia Group is successfully positioned to manage properties throughout the Greater Portland Metro Market.

Being a rental property owner in Oregon today is an evolving occupation. While investors always seek a good return, a rising awareness of tenants' rights and a current understanding of the owners' obligations to provide safe quarters and fair housing opportunities demands that Rental Housing Providers embrace a more comprehensive business strategy.

At The Garcia Group our job is to make it all work for you; enhancing profitability, maintaining stability, overseeing upkeep and ensuring compliance in a fast-changing market. Choosing your property manager is not a “*one-size-fits-all*” process. However, two qualities we believe are non-negotiable are communication and access. We consider it our privilege to be the Owner's agent. We look forward to an opportunity to demonstrate that attitude on a daily basis when your property is managed by The Garcia Group.

“We have earned a sterling reputation and work very hard to keep it every single day. We adhere to the highest standards of responsiveness, accuracy and professionalism and give our full attention to each client, tenant and caller. We are driven to exceed expectations, and our first-class standing in Portland's housing arena validates our ability to do just that.” – Belinda Garcia

Our Goal is simple: Great Rental Properties.



We Proudly Offer the Following Services:

Services provided for vacant properties include:

- Review the property and determine its rental value with actual comparable rentals
- Advertise and market the property for rent or lease with 24 hour exposure, posted on: Craigslist, Zillow, Trulia, Hotpads, Radpad, Livelovely Move.com and more
- Meet and show property to potential tenants by licensed Agent even on weekends
- Professionally screen all applicants in accordance with state and local guidelines
- Monitor compliance of fair housing rules and regulations
- Negotiate the rental documents and disclosures with up-to-date approved forms
- Conduct Move-In /Move-out and walk-through inspections

We Provide Early Termination and Eviction Relief

- Guaranteed placement for 1-year-lease tenants, or re-rent unit for free
- We pay 100% of costs of all “non-judicial” evictions
- Provide Updates on the Residential Landlord Tenant Acts of OR

Services provided for rented properties include:

- Re-negotiate new Tenant Agreements; assign The Garcia Group as Owner’s agent
- Conduct periodic walk-through inspections as deemed necessary
- Regular oversight of the property condition and 24/7 emergency service
- Manage and mitigate tenant issues and complaints
- Coordinate services, i.e. maintenance, cleaning, landscaping, etc.
- Ensure required maintenance is done in a timely manner and provide copy of work orders and invoices
- Maintain all collected rent and deposits in state-regulated Owner and Tenant trust accounts subject to periodic auditing
- Payment of bills associated with the property and/or unit and Provide year-end detailed property/unit reports and 1099 tax filings
- Monthly ACH automatic deposit of Owner’s funds to designated bank
- On-line monthly Owner’s detailed financial reports and account summary
- Post notices for late-payments / warnings / violations / maintenance / inspections

We also Provide Landscaping and General Maintenance Services



Fees for Services 5-7 Units:

Start-up:

- \$100 per Owner Initial Property Set Up
 - \$50 per Building
 - \$50 per Unit
- \$300 per unit Onboarding fee for Occupied Units
- \$50 Lock Box with Installation per Property

Reserves:

- \$500 per property or \$250 per unit
 - (10,000 maximum for multi-plexes and apartments)

Monthly:

- 8% Management Commission
- \$10 per Unit ETEF (Employee Training and Eviction Fund)

Yearly:

- \$200 Term Modification for Rented Units
- \$95 Unit Inspection Survey (optional)

Lease-Ups:

- Tenant Lease Up charge for Vacant Units = 50% of Monthly Rent

Other Misc.:

- \$200 per unit Termination Fee
- 10% Project Management for Repairs over \$1500
- \$75 trip charge if Property is listed For Sale with another brokerage
- \$45 per repair if Negotiated with a Home Warranty Co
- \$65 per hour for Garcia Group Maintenance Services
- \$ Bids available for Landscape Maintenance Services



Fees for Services 8-10 Units:

Start-up:

- \$100 per Owner Initial Property Set Up
 - \$50 per Building
 - \$50 per Unit
- \$200 per unit Onboarding fee for Occupied Units
- \$50 Lock Box with Installation per Property

Reserves:

- \$500 per property or \$250 per unit
 - (10,000 maximum for multi-plexes and apartments)

Monthly:

- 7% Management Commission
- \$10 per Unit ETEF (Employee Training and Eviction Fund)

Yearly:

- \$200 Term Modification for Rented Units
- \$95 Unit Inspection Survey (optional)

Lease-Ups:

- Tenant Lease Up charge for Vacant Units = \$500/unit

Other Misc.:

- \$200 per unit Termination Fee
- 10% Project Management for Repairs over \$1500
- \$75 trip charge if Property is listed For Sale with another brokerage
- \$45 per repair if Negotiated with a Home Warranty Co
- \$65 per hour for Garcia Group Maintenance Services
- \$ Bids available for Landscape Maintenance Services



Fees for Services 11+ units:

Start-up:

- Initial Property Set Up Fee: \$100/Owner \$50/Building \$50/Unit
- \$100/unit Onboarding Fee if Unit is Occupied at Start of Contract Term
- \$50 Lock Box with Installation

Reserves:

- \$500 Property Reserve Contribution/unit. (Max \$10,000 Held in owner's trust acct)

Monthly:

- 6 % Management Fee
- \$10/Unit Employee Training and Eviction Fund

Yearly:

- *\$200 Term Modification for Rented Units
- *\$75 Unit Inspection Survey (optional)

Lease-Ups:

- *\$350 Tenant Lease Up Fee for Vacant Units, or
- ***Only incurred if there is NO on-site manager

Other:

- \$200/unit Termination Fee (max \$3000)
- 10% Project Management Fee for Large Projects Over \$1500 or Services Scheduled with Outside Vendors
- \$50 trip if Home is Listed for Sale with Another Brokerage
- \$45 per repair if Negotiated with Home Warranty Co

- \$65 per hour for Maintenance Services
- \$Bids available for Landscape Maintenance Services



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Owner Testimonials



"I would simply like to extend my personal gratitude toward your services as a Property Management Company. As a prior Bison rental owner I tried to express my appreciation when possible, because they were amazing to begin with. Things with the Garcia Group have only improved in the recent years and I am so glad to be under the management of this team. I cannot think of a single issue that has made working with you guys difficult. And I'm so pleased with the Owner PR plan proposal and cannot wait to enroll. Small things like that can make an outstanding company out of an already-great-one. Thank you for your continued service!"

– Aaron D.

"Although we live across the street from our rental property in SW Portland, we wanted it managed professionally. The Garcia Group was referred to us and we are delighted (and relieved) to have them take care of it."

– Fred and Elise F.

"Ron Garcia had managed my 3 Portland investment properties since 2007. Living permanently in France, I am literally a world away, yet over the years, he has always looked after the details and has been attentive to ALL my concerns. Merci!"

– Linda O.

"I have had Ron Garcia manage my NE Portland home since my move to Ireland in 2007. I trust the Garcia Group completely in the excellent care and attention they provide my tenants and property."

– Frank K

"The Garcia Group manages both our lakefront home as well as a smaller rental in Lake Oswego, and they have done an excellent job dealing with the financial reporting and the tenant issues and maintenance on them both. I would recommend their services."

– David M.

"We bought our "homestead" in Oregon City while being stationed in Japan, and we plan to move back there when we retire in a few years. The Garcia Group was referred to us by our Realtor and has done an exceptional job of caring for our home while we are away."

– Msgt(ret) Gary H and Karin M

"When I got engaged, I was referred to The Garcia Group to manage my condo in Tualatin by a friend. Meanwhile, my (then) fiance found a house for us to rent in SE Portland, and coincidentally, it was managed by The Garcia Group too! So, I have been both an owner and a tenant of theirs, and I can honestly say The Garcia Group has excellent customer service all around."

– Jacque B.

Our recent reviews, see what people are saying about The Garcia group

2019-03-31

Communication has been great, they always respond, and with all the changes in landlord tenant laws they somehow keep track of how to handle it all.

Lesia Dixon-Gray

2019-03-27

Maintenance repairs were thorough and completed quickly.

Evan Posdamer

2019-03-25

Great Compay and Great people!!

T Denniston

2019-03-07

Great company to rent from! They treat tenants with care and respect.

Travis Taylor

2019-01-08

Annabella Hatch

2018-10-04

Great personality and helpful...

Coco C.

2018-01-15

We look forward to many years with The Garcia Group and would definitely recommend them as a Property Manager.

Maureen McCormick

2018-01-15

My family and I had a good experience renting from the Garcia Group.

Kasey Fernandez

2018-01-15

Ron and Belinda Garcia are the best in the business, couldn't ask for a better Property Management company to rent from! LW

lynne whitney