

**SELECT PROPERTIES, INC. RESUME**  
**1621 W. St. Germain St.**  
**St. Cloud, MN 56301**  
**(320) 253-1154**

Bill Lorette created Select Properties, Inc. in 1993. Bill is a 1989 graduate of St. Cloud State University with a degree in Real Estate Property Management and Appraisal. Bill is a licensed Real Estate Broker and former Vice President of the St. Cloud Area Multi Housing Association.

After working since 1987 in Property Management for three different Property Management companies, Bill decided to start his own company. Bill saw the need for hands on Property Management Service to provide his Property Owners and Investors with the highest cash flows possible. Bill has performed all aspects of Residential Property Management, such as maintenance, leasing, financial statement preparation, bookkeeping, legal representation to name a few. This broad management experience has helped Select Properties, Inc., to provide these desired cash flows for the owners/investors of these properties.

Select Properties, Inc. has been diligent in finding and keeping employees. Our leasing consultant has been with our company for over 5 years. This is beneficial to learning the different aspects and advantages of our apartments and homes.

State of the art computer systems has allowed Select Properties, Inc., to provide its properties with the most up to date Management systems available. We utilize Tenant Pro 6.0 software to provide the most prolific accounting and reporting possible. Also, all forms and necessary paperwork for property management has been established to meet any specific property needs. Leases and Security Deposit forms are all Minnesota Multi-Housing approved documents.

# **ADVANTAGES OF SELECT PROPERTIES, INC.**

## **EXPERIENCED AND TRAINED LEASING AGENTS**

Our leasing personnel are experienced in “closing the sale” with prospective residents. Anyone can show an apartment, but our agents understand how to convey the strong points that an apartment community has to offer and the reasons they would like to live there. We encourage same day showings to get prospects to commit to the apartment as soon as possible.

## **FINANCIAL REPORTING**

Select Properties, Inc. submits detailed statements, which convey the properties financial status to the interested parties on a monthly basis. We utilize Tenant-Pro 6.0, which offers numerous different financial, maintenance and tax related reports, to convey the operations of the property to the owner. This is essential in tracking income and expenses incurred by the property that also may be helpful for tax purposes. Most financial institutions require this reporting for mortgage purposes.

## **EMERGENCY ON CALL MAINTENANCE**

Select Properties, Inc. has a person on call 24 hours a day to handle emergency situations that might arise with the property. This person is experienced in many boiler and electrical systems. Also our maintenance staff is usually available for same day or next day service. General Maintenance is billed at \$38.50/hour. Plumbing, Heating & Electrical is billed at \$42.50/hour.

## **RESIDENT HANDBOOK**

Select Properties, Inc. provides each resident with a resident handbook. This handbook contains all of our rules and regulations that each resident must follow. The handbook is extremely helpful with misunderstanding that might arise.

## **SELECTION CRITERIA**

Select Properties, Inc. screens all potential renters. To qualify for an apartment the applicant must meet our strict rental criteria. We obtain the applicants credit report, review any criminal background history, verify employment, compensation and rental references to confirm that they meet our qualifying standards.

## **REDUCED MANAGEMENT RESPONSIBILITIES FOR OWNERS**

Select Properties, Inc. assumes most responsibilities of the Owner/Operator. These would include:

- 1. Rent Collection and Deposits**
- 2. Show and lease all Apartments, which would include securing and screening of residents, preparing Resident Agreements, Collection of all Security Deposits and Rents.**
- 3. Handling Maintenance requests and hiring contractors.**
- 4. Certificate of Rent Paid Preparation & Distribution**
- 5. Detailed Financial Reporting**
- 6. Maintaining Residential Relations**
- 7. Refund Security Deposits with interest, assess damages (if any) and collect monies due**
- 8. Accurate and Timely Accounts Payable**
- 9. To sue on behalf of the Owner, for Rent and other charges And to serve Eviction papers when necessary**
- 10. Written and Photo Documented Check Ins/Outs (especially helpful to monitor condition of vacated apt. for security deposit refunding) and Key Distribution**
- 11. Supervision of On-Site Staff, Creating and negotiating Site Manager Contracts**
- 12. Develop when needed all advertising campaigns for the property**

- 13. Maintain a blanket insurance policy under the property name and handle all insurance claims**
- 14. Analyze the income on an annual basis to effect any desired changes indicated by the market**
- 15. Regularly inspect and supervise the operation of the property**
- 16. Keep current and accurate records of each residents rent and other payments**
- 17. Follow up on any Civic matters that may impact the property**

### **VOLUME PURCHASE DISCOUNT**

Because of the amount of business, Select Properties, Inc. conducts with the area vendors; we receive discounts on various goods and services. These discounts will be passed on to the property/owner whenever possible.

### **CONVENIENT DOWNTOWN LOCATION**

Our downtown location makes it very easy and accessible for residents to sign lease agreements and pay on rental accounts. Our address is 1621 W St. Germain, St. Cloud, MN 56301. Our office hours are 8:30-5:30 Monday through Friday. We are on call for leasing and maintenance emergencies on weekends and evenings.

### **SMALLER PROFESSIONAL MANAGEMENT COMPANY**

Being a smaller Property Management company, Select Properties, Inc. can provide the “hands on attention” that apartment buildings and homes needs to fill vacant units, while still maintaining smooth operations.