

# MEET *the team*

## MICHELLE SHIPMAN

### BROKER / OWNER

Michelle is the founder of Search-Light Properties and its principal broker. She started investing in real estate while in the corporate world, and eventually converted her passion into a profession. "My definition of success is making my clients as excited about real estate as I am." She has earned her Certified Commercial Investment Member (CCIM) designation and completed Goldman Sachs' 10,000 Small Businesses program.



## STEPHANIE FLORES

### RELATIONSHIP MANAGER

Stephanie joined the firm in 2015. She oversees both general operations and the property management division. According to Stephanie, the best part of her job is helping people and making their lives easier. She studied business at Santa Barbara Business College.



## ALEXA FELIX

### TRANSACTION COORDINATOR

Alexa is SearchLight's transaction coordinator. On the Property Management side, she handles invoices, rent payments, work orders, and ensures the accuracy of documents.



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INTRODUCING  
EXPERT  
PROPERTY  
MANAGEMENT

TO

*simplify  
your life*





# HOW *we can help*

## **LEASING**

- Determine the rent by identifying comparable rental units/rents in the neighborhood
- Advertise through online rental sites and community referrals
- Screen applicants on the phone, obtain credit reports, and verify references
- Show the property to viable prospective tenants through private showings
- Set leasing policies and prepare tenant lease agreements, as well as, required California tenant disclosures

## **MAINTENANCE**

- Coordinate maintenance from fixing a leaking toilet to repairing a fence
- Contract with licensed/insured service professionals as needed
- Hire gardeners when necessary to oversee landscaping
- Perform periodic inspections and provide condition reports to owner(s)
- Provide 24-hour maintenance request service to tenants via an online portal

## **LEGAL KNOWLEDGE**

- Abide by Fair Housing Laws to protect owners(s) from liability
- Serve 3-day notices when rents are not received by the 5th of the month
- Start the eviction process if rents are not paid in full by the 8th of the month

## **ADMINISTRATION**

- Manage security deposit funds in a secure Client Trust Account and reconcile appropriately in compliance with the law
- Collect rent and provide monthly reconciliation report via a convenient 24/7 client portal
- Make recommendations of possible tax strategies and refer CPA services if needed
- Advise based on your goals and aspirations

## **MANAGEMENT FEE SCHEDULE**

- 35% of one month's rent upon placement of new tenant
- 8% monthly management fee for one unit
- 6% monthly management fee for two+ units

**SearchLight manages 200+/- properties along the Central Coast and the list keeps growing, thanks to referrals from happy clients. They appreciate our high standards of service, but what really differentiates us is our focus on assets as investments.**

**This means we don't just get the job done; we also help our clients make strategic decisions. Whether we advise you on tenant relations, maintenance programs, or legal issues, we have a single goal in mind – to protect the stability of your investment.**

