

MEET *the team*

Michelle Shipman

BROKER / OWNER

Michelle is the founder of Searchlight Properties and its principal broker. She started investing in real estate while in the corporate world, and eventually converted her passion into helping others. She graduated from Biola University with a degree in Organizational Leadership. She has earned her Certified Commercial Investment Member (CCIM) designation and completed the Goldman Sachs' 10,000 Small Businesses program.



Stephanie Flores

RELATIONSHIP MANAGER

Stephanie joined the firm in 2015. She is responsible for business development, residential sales, and special projects. 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



Miles Blum

CLIENT SERVICES COORDINATOR

Miles handles every aspect of leasing and property management, making sure that our clients and their tenants enjoy excellent service. He graduated from Cal State Channel Islands with a Bachelor's Degree in Psychology, which comes in handy in Property Management. He loves the variety of his responsibilities: every day is different, unpredictable, and exciting.



EMAIL hello@searchlightproperties.com

WEB searchlightproperties.com

ORCUTT OFFICE

241 S. Broadway Street, Suite 207, Orcutt CA 93455

P.O. Box 2370, Orcutt CA 93457 MAILING

805-938-5309 PHONE

now open...

PASO ROBLES OFFICE

1503 Park Street, Suite 2, Paso Robles, CA 93446



INTRODUCING
EXPERT
PROPERTY
MANAGEMENT

TO

*simplify
your life*

S | P™

SEARCHLIGHT PROPERTIES





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.



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

- 50% of one month's rent upon placement of new tenant for placement and screening services
- 10% monthly management fee for one unit
- 8% monthly management fee for two+ units