



Let us help you relax
by managing your
properties.



- We provide complete servicing in administration, financial management and property maintenance by providing management services for:
 - All Types of Associations
 - Residential single & multi unit properties
 - Commercial Properties
 - Rental unit properties

Our Philosophy

We work for YOU, the board members and homeowners, providing services necessary for the seamless operation of your property.

We pride ourselves on providing outstanding personalized customer service to our clients and residents.



Our Mission Statement:

to be the Premier Real Estate Management
Company of choice

TDSunshine Property Management

- **is a full service property management company.**
- **Been in business since April 2005**
- **The owners and operators have over 25 years of facility management experience.**

TDSunshine Property Management

- We provide Maintenance and Operations for all types of properties by:
 - 24-hour-a-day, seven days a week emergency telephone answering and maintenance services.
 - Implementation of a preventive maintenance program
 - Completion of weekly field inspections and field supervision of contractors.
 - evaluate and maintain the financial operations of your property
 - negotiate contracts for janitorial, security, grounds keeping, trash removal, and other services.

Services for Associations

- Manage and meet existing and potential owners.
- Handle all Owners concerns and communicate with BOD within 24 hours.
- Screen potential tenants and process for board approval.
- Collect maintenance fees and deposit into Association account.
- 24-hour phone availability with email capability.
- Handle minor repairs (less than \$25.00) (at parts cost only) with BOD approval.
- Perform Inspections and maintenance of property and pool area a minimum of twice a week.
- Manage all service providers.
- Accounts receivable
- Accounts Payable
- Budgeting
- Administrative Management

Services for Rental & Commercial Properties

- Marketing the property for rent
- Tenant screening
- Preparation of lease agreements, lease renewals and/or termination
- Move in - move out report
- Collection of security deposits/monthly rental payments
- Handle delinquent payments/returned checks & assist in legal matters
- General repairs
- Payment of operation expenses of the property
- Monthly report of your account
- Financial Management

Other Special Services

- Vendor Management
 - Estimates for jobs/repairs
- Financial Management
 - Accounts Receivable
 - Accounts Payable
 - Monthly Financial Reports
 - Budgets/Audit & Tax Preparation
 - Financial Planning



Our professional staff is what
makes the difference