

2024 CLIENT BROCHURE

# CORNERSTONE

TEXAS PROPERTY MANAGEMENT

WE PROTECT YOUR INVESTMENT

# ABOUT CORNERSTONE

## KNOW WHAT WE DO

Cornerstone Texas Property has been adding value to Real Estate investors and Landlords in Houston, TX for over 10 years. We manage a wide variety of real estate investments, including single-family homes, multi-family apartment communities, homeowner and condominium associations in Houston and its surrounding suburbs. Our team is dedicated to providing exceptional property management services tailored to the unique needs of each client.





# MANAGEMENT PROCESS

Front end; We have an online front end tenant portal that enables tenants;

- Pay Rent
- Submit Maintenance request
- E-sign & Document all Tenant agreements and communication

Back end; Our back end system automates

- Tenant Screening
- Marketing
- E- lease Agreement
- Financial Management
- Property Maintenance and Inspection

# OUR 3 STEP PROCESS

FOR CLIENTS WITH TENANTS

INITIAL  
CONSULTATION &  
ASSIGNING  
PROPERTY TO US

WE TRANSFER &  
ONBOARD NEW  
PROPERTY

WE BEGIN  
MANAGEMENT

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**1 SET UP A CONSULTATION**  
Contact our agent to discuss your management needs

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**2 ONBOARD PROPERTY TO US**  
We upload property address, information and property details to our portal

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**3 DEVELOP MARKETING METHOD**  
We list your property for rent on all our approved platforms.

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**4 TENANT SCREENING**  
We screen tenants and present the screening report to you for final approval

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**5 E-SIGN DOCUMENTS**  
We send documents for signing to you and the tenant on our secure portal

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**6 MAINTENANCE**  
We respond to maintenance request within 24hours

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**7 INSPECTION & REPORT**  
Financial report are emailed to you monthly

# GET YOUR HOME UNDER MANAGEMENT

IN JUST SEVEN STEPS!

\*FOR VACANT PROPERTIES

# WHAT WE DO FOR YOU

## MARKETING

- Utilising our relationship with major organisations, national and international corporations and 'executive' relocation services.
- Listing the property online.
- Our database of current prospective tenants.
- Brochures
- Conducting "Open house for Inspections" and "Inspections by Appointments".

## TENANT SCREENING

Prospective tenants are required to provide all information requested on our extensive "Application Forms", along with relevant ID.

We have a strict tenant selection process. We phone all references supplied on the forms including past landlords and employers. Tenants are then selected if the information supplied reaches the standards we require, the information is then passed to you for your final approval. "Application Form" supplied for your information.

## PREVENTIVE MAINTENANCE

Develop and implement preventative maintenance programs to reduce unexpected breakdowns and increase life of components.

We have a register of qualified and suitably insured Trades People to cover any maintenance that may be required.

# WHAT WE DO FOR YOU

## MONTHLY STATEMENTS

At the end of each month, a Statement is issued detailing:

- Rents Collected - All outgoings (rates and maintenance, etc)
- Management Fees - Monies forwarded to your bank.
- A financial end of year statement with details of all transactions for the year will be issued to you at the end of the Financial Year.

Payments are made between the 1st and the 10th of each month. If these dates fall on a weekend or public holiday, the payment will be made on the previous business day.

## REPAIRS

Repairs are attended to promptly. We engage reliable qualified tradespeople to attend to all types of repairs/maintenance.

We have a flexible system of maintenance to cover the requirements of owners who instruct us to attend to all maintenance matters on their behalf as well as for those who prefer to attend to these matters themselves. If requested we are happy to use specific tradespeople nominated by you.

## ROUTINE INSPECTION

Routine Inspections are carried out every Six months or as needed and a report of the inspection is forwarded to you with your end of month statement.

Any maintenance or other matters of an urgent nature is reported to you immediately to enable us to take the necessary action.

# MANAGEMENT FEES

10% OF GROSS  
MONTHLY RENT

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# WHY USE CORNERSTONE TEXAS PROPERTY MANAGEMENT?

Because we are

- Professional
  - Experienced
  - We represent the Owners Interest maximally
  - We take the Management Stress off Owners
  - We are Invested in your Peace of Mind
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# CONTACT US

LET'S PROTECT YOUR INVESTMENT

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**Website: [www.cornerstonetexasproperty.com](http://www.cornerstonetexasproperty.com)**

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# NEW UNDER MANAGEMENT

*THIS MONTH*

WE PROTECT YOUR INVESTMENT

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# Residential Property 1

## LOCATION

Magnolia, TX

## PRICE

\$325,000+

## PROPERTY SIZE

## AND CONDITION

New Construction 2023

4Bedroom, 2.5 Bath

4026 sq ft



# Residential Property 2

## LOCATION

Galleria, Houston. TX

## PRICE

\$210,000+

## PROPERTY SIZE AND CONDITION

811 sqft

1Bedroom 1Bath

