

BEVEN & BROCK
PROPERTY MANAGEMENT COMPANY

VACANCY HOME MANAGEMENT

Beven & Brock is providing the following services for owners who do not occupy or rent their homes in compliance with the San Marino Ordinance S.M.C.C. 14.18.01 which took effect June 15, 2017.

Beven & Brock will do the following:

- 1. Complete and file the required forms for the City of San Marino.**
- 2. Conduct weekly exterior and interior inspections of the premises.**
- 3. Provide a monthly report with pictures (as needed) to the owner.**
- 4. Collect mail from the property, and open, scan and send to owners any mail that is clearly not considered “junk mail”.**
- 5. Operate all faucets and fixtures on the property to ensure that they function properly on a weekly basis.**
- 6. Walk perimeter of structure to check that windows and doors are locked.**
- 7. Address any plumbing issues that are discovered.**
- 8. Respond to emergencies as notified and required by the City.**
- 9. Review performance of other services: pool, gardener, etc.**
- 10. Pay for property services from funds in trust.**

Beven & Brock is licensed, insured and bonded.

Pricing:

- a) \$385.00 per month for houses that are 5000 sq. ft or less**
- b) \$485.00 per month for houses that exceed 5000 sq. ft.**

For more information contact:

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