

Meet the Staff

Owners::

David and Sally Welsford

Accounting:

Sandra Lott

Administration Assistant::

Sandra Lott

General Maintenance::

Diane McKune



4108 Rosewood Drive
Columbia, South Carolina 29205



Welsford Property Management
www.welsford.com

Phone: 803-743-0205

Phone: 743-0206

Fax: 803-743-0207

E-Mail: welsford@hotmail.com



**Welsford Property
Management**
www.welsford.com

**Property
Management for
Owners**



Office: 803-743-0205

Our Company



Welsford Property Management LLC has been in business since 1999. Our rentals are located throughout Columbia, with a majority of our properties being in the downtown area. We manage properties from single family homes to small apartment complexes. We are here to relieve you from the day to day events of managing properties. We manage each property as if it were our own. We screen tenants, collect rent and maintain properties for absentee owners. We welcome any suggestions you may have regarding the management of your property, and look forward to working with you!

Monthly Fees

First full month's rent
-one time initial fee
10% of each property occupied monthly
-if vacant, no charge
\$50 Eviction fee
-if tenant's are evicted
\$5.00 bill pay fee for each invoice
-water, advertising

Marketing

WPM Charges

Photo of your property
Flyer with photo for customers to view
Listing with photo on:
www.welsford.com
www.columbiarent.com
Flyers around USC campus
Listing with RentMart
Listing in our office
If a Section 8 property:
Richland County web listing
Lexington County web listing

Owner Charges

Sign placed in yard
Weekly in Free Times
Seasonal in The Gamecock
Weekends in The State
Weekly in The Fort Jackson Leader

Screening Tenants

Check job references
Check current and past rental references
Check credit report
Collect security deposit (1st month's rent)
Collect monthly rent
Sign leases with tenants



Accounting

Setting up your account with bank
Direct deposit rental income less expenses
Setting up your property into our system
Email monthly statement of income
Email monthly invoices for expenses
Prepare year—end statement of property

Maintenance

Respond to tenant requests
Get owner approval before major repairs begin
Coordinate all major repairs with outside contractors
Recommend preventative maintenance and improvements
Move-in and move-out inspections

What to Bring

*Voided check for direct depositing
*Email address
*Current address
*Current telephone numbers
*Insurance company and phone number
*Information for tenants to know about your property.