



# Property Management Services Guide

We take pride in providing the best property management services possible to owners, investors, and developers.

## OUR SERVICES

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**Inspections & Setup**



**Marketing & Leasing**



**Turnover & Accounting**



**TRIUMPH**  
PROPERTY MANAGEMENT

Call Us Now

**702-367-2323**

2500 N Buffalo Dr, Suite 100  
Las Vegas, Nevada, 89128

# INSPECTIONS & SETUP



## CONDUCT A COMPARABLE MARKETING ANALYSIS

Once we know your interested in our service, we immediately create a Comparable Marketing Analysis (CMA) of your property. This is where we compare your property with those within a 1 mile of radius of it. We consider the square footage, bedrooms, recent upgrades, additional features, and much more to ensure your property is rented at the best possible price.

## GATHER FORMS TO CREATE YOUR COMPLETE ACCOUNT

At this stage, it is paramount that we gather all important legal and paralegal information from you. This way we can ensure our services are effectively performed and within legal boundaries. Documents include, but are not limited to, tax-related documents, direct deposit forms, utility transfer, etc.



## PHYSICAL PROPERTY PRE-SCREENING & INSPECTIONS

Once all of the documentation and pricing is in order, we will go out and visit your property. Here, we will take pictures of the entire building and notate all possible upgrades/fixes that must be performed prior to leasing. We will then find estimations for the work and coordinate with the contractors to get it done.

# MARKETING & LEASING



## MARKET YOUR PROPERTY EVERYWHERE WE CAN

Now that we've gotten your property ready to be leased, we begin to market and advertise your product. We list all of our properties to over 30 websites and use our own online presence to represent you. Additionally, we list our properties on MLS for Realtors to gain access to your information and conduct showings.

## CONDUCT EXTENSIVE APPLICANT SCREENINGS

We go the extra mile to ensure you have high-quality tenants renting your property. We go through applicant's credit history, rental history, criminal background, income/employment status, and even more. We also never accept any applicants with previous evictions. Once we choose the best tenant for you, we collect a small holding fee to make sure they move in within 15 days of signing.



## MAINTENANCE & CONSISTENT COMMUNICATION

While your property is being leased, we act as the liaison between you and the occupant. With this, we handle all maintenance requests. We work closely with quality contractors of all kinds to handle any challenge that may come up. Additionally, our maintenance staff are available 24/7 (by email)!



# TURNOVER & ACCOUNTING

## TURNOVER & ADDITIONAL INSPECTIONS



We NEVER charge a renewal fee if a tenant chooses to renew their lease. In the case that they choose to vacate, we conduct several inspections during the vacancy. If we find there are ways you can improve your property, repairs to be made, or other suggestions we have, it will all be included in a report sent to you. Additionally, we re-run a CMA on your property yearly to account for changes in the market.

## EVICCTIONS & OTHER VIOLATIONS

When there is a challenging situation, our team does everything we can to represent your best interests. In the case of an eviction, we coordinate the entire process and will even go to court for you. For smaller violations, our team communicates with your tenant, the HOA, and anyone else involved to make sure it is resolved in an effective and efficient manner.



## ACCOUNTING & BOOKEEPING

We charge and 8% management fee (7% if you list more than address with us). As part of our service, we handle your accounting and manage your expenses (taxes, fees, utilities, etc.). Additionally, we use direct deposit to send your monthly rent payments to you along with your monthly progress report.

# MEET THE TEAM



**KAMYAR ZARGARI**  
OWNER | BROKER  
B.1000830.corp

Office: 702.367.2323 ext. 126  
Direct: 702.518.2626  
Kami@TriumphPM.com



**SHANTAL TREJO-CASTILLO**

MANAGER | REALTOR® | S.0196201  
Shantal@TriumphPM.com  
ext. 105



**ASHLEY HERBES**

REALTOR® | S.0193137  
Ashley@TriumphPM.com  
ext. 101



**MATT PAULINO**

REALTOR® | S.0190654  
Matt@TriumphPM.com



**MOSHE BOTNICK**

REALTOR® | S.0189184  
Moshe@TriumphPM.com



**CORINNE SARMIENTO**

LEASING DIRECTOR  
CustomerCare@TriumphPM.com  
ext. 109



**ROSE EIDELMAN**

VACANCIES COORDINATOR  
Vacancies@TriumphPM.com  
ext. 107



**SAOIRSE DUNN**

REPAIRS COORDINATOR  
Repairs@TriumphPM.com  
ext. 115



**EDSON VELAZQUEZ**

BOOKKEEPER  
Support@TriumphPM.com  
ext. 111



**ROBERT BUONO**

MARKETING DIRECTOR  
Marketing@TriumphPM.com



**KARINA ROJAS**

ACCOUNTING DIRECTOR  
Accounting@TriumphPM.com  
ext. 103



**CAITLIN SLUKA**

ONBOARDING SPECIALIST  
Onboarding@TriumphPM.com  
ext. 112



**JASMINE TOLEDO**

RECEPTIONIST  
FrontDesk@TriumphPM.com

IN ADDITION TO OUR COMMUNITY ORGANIZATIONS, TRIUMPH IS A PROUD MEMBER OF:

