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## Property Management Company Interview Worksheet

**Company Name:** \_\_\_\_\_

**Manager Contact:** \_\_\_\_\_

**Phone / Fax:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email / Website:** \_\_\_\_\_

### Basic Costs

**Monthly Rate:** \_\_\_\_\_

**Cost for filling Vacancies:** \_\_\_\_\_

**Lease Renewal Fees:** \_\_\_\_\_

**Incidental Charges:** \_\_\_\_\_

### Important Company Information

**How many properties they manage?** \_\_\_\_\_

**How many managers work at the company?** \_\_\_\_\_

**What specific areas they focus on?** \_\_\_\_\_

**How long have they been in business?** \_\_\_\_\_

**Do they manage their own properties or just those others?** \_\_\_\_\_

**Do the managers have any Professional Designations? (NARPM, IREM)** \_\_\_\_\_