

# *Mission Statement*

*At Olympus/Nelson Property Management our mission is to be the realtor of choice, selling, leasing and managing real estate for Houston Area Landlords, buyers, sellers and renters.*

*We provide friendly, honest, reliable and cost effective services*

## *Members of*

- Better Business Bureau
- Texas Real Estate Commission
- Houston Association of Realtors
- National Association of Realtors

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## *Olympus/Nelson Property Management Company*



*Specializing in  
Sales, Leasing and  
Management of  
Apartments, Homes,  
Townhomes and  
Condos in the  
Greater Houston  
Area  
Since 1985*

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## *Management Services Provided by Olympus/Nelson*

### ***Mortgage Payments:***

Olympus/Nelson makes any mortgage payments in a timely manner and other payments such as taxes, HOA dues, quarterly exterminations, etc....



### ***Monthly Reports:***

Detailed income and expense transaction statements are provided on a monthly basis.



### ***Rent Collections:***

Rent collections are handled in accordance with established procedures to ensure timely collections.



### ***Inspections:***

Tenant move-in and periodic inspections are performed to ensure the property is cared for.



### ***Maintenance Requests:***

Olympus/Nelson's crews take prompt, cost effective action on all requests.



### ***Property Make Ready:***

Olympus/Nelson crews make the property ready for showings and occupancy quickly and cost effectively.



### ***24-Hour Emergency Service:***

Our office will provide your tenant with a twenty-four hour emergency call system to handle any emergency needs.



## *Leasing Services Provided by Olympus/Nelson*

### ***Marketing:***

Through the display of signs, media presentation, multiple listing services and networking with other real estate brokers, each property is kept in the public eye.



### ***Tenant Qualifications:***

Olympus/Nelson secures a credit report on all prospectives, in addition to employment, criminal background check and current and past residential history.



### ***Lease Commencement:***

Our experienced Realtors handle everything from the initial contact to handing your new tenant the keys.

