

Maintenance Free Living – In Your Own Home!

Living independently need not mean living in isolation. When friends or family cannot be there, we provide home maintenance services that will ensure you are retaining the value of your home and keep you safely off of ladders and out of the rain.

Do you live in warmer climates during the winter months?

Is your employer sending you on a two year assignment abroad?

Home and Condo Management will visit your property weekly and send reports on the status of your residence.

Property Management:

- **Weekly inspection of property**
- **Additional walk through to check sump pumps and basement after heavy rain storm**
- **Check furnace and maintain heat at appropriate levels**
- **Check gutters to clear of debris and leaves**
- **Provide regular property inspections and reports**
- **Recommend steps and plan for preventative maintenance**
- **Maintain database of all on-site request and repair activity**
- **Procure vendor contracts and monitor performance**
- **Prepare contractor agreements for property**
- **Secure bids for repair/replacement work**
- **Provide recommendations for best value/cost to the owner**
- **Supervision of vendors and contractors working in public areas**
- **Purchase, delivery, and documentation of expenditures for required supplies and materials**
- **Provide service for minor repairs to properties without a superintendent**
- **Arrange for independent janitorial care and services if necessary**
- **Suggest troubleshooting and service recommendations for all maintenance-related issues**
- **Provide access to property for vendors, contractors, and other repair/service personnel**



Home and Condo Management, LLC
Single Family Home and Condo
Property Management

Who We Are

Home and Condo Management, LLC specializes in managing single family homes and condominiums in Milwaukee's North Shore, East Side, Downtown and Third Ward communities.

Home Monitoring – Seasonal or long-term with no tenants.

Designed for our clients who live independently and need assistance managing maintenance within their home, busy professional, snow birds who spend winters in warmer climates or families on work assignments outside Milwaukee.

Issues we monitor

- Furnaces
- Sump pumps/walk-through following rain storms (done following the storm regardless of weekly schedule)
- Check gutters for debris and leaves
- Ice damming
- Broken windows

Home and Condo Management will design our services to meet your needs. From home inspections to transportation and providing you with a stocked refrigerator upon your return, you will feel confident your dwelling is in safe hands.

Weekly inspections of your home with reports emailed or faxed to homeowners

Services:

- Change light bulbs
- Take out the trash
- “Honey Do” list
- Check smoke detectors
- Spring/Fall clean-up

Property Management –

Do you have an investment property? Home and Condo Management will find tenants, visit the

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Do you have an investment property? Home and Condo Management will find tenants, visit the property weekly until rented and take all the worry out of your rental property when leased.

Rentals available: Affiliated with My Dwelling, LLC, visit Milwaukee's largest inventory of luxury rentals homes and condominiums.
www.My-Dwelling.com

We will visit the property weekly during the tenant search and quarterly when the property is leased and provide you with reports following each visit.

Additional services included:

- Maintenance calls/ management
- Move-in/move-out checklists
- Rent collection
- Security deposit
- Accounting management



About us:

Home and Condo Management, LLC was founded by **Mark Wiener** and **Chris Muellenbach**.

Mark Wiener: Over twenty years experience in real estate, property and project management with a multi-faceted real estate company. Emphasis on operations and working capital/treasury management. Responsibilities include real estate development/renovation, acquisition and approval process, retail, office and multifamily lease/contract negotiations, project implementation and completion.

Chris Muellenbach: Over 10 years real estate experience in property management and residential leasing. Founded Milwaukee's first leasing agency, My Dwelling, LLC. Over 12 years experience with direct and online marketing and advertising of luxury products, services and residential properties. Former Program Director, Sales, Marketing and Information Technology programs for the University of Wisconsin Milwaukee, School of Continuing Education, United States Air Force, Airman of the Pacific recipient.

Fees

Fees start at less than \$2.50/day. Be confident that your home or investment property is in good hands.

Contact Us:

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