

PROPERTY MANAGEMENT

SERVICE GUIDE



RHEE
PROPERTIES

RHEE PROPERTIES MANAGEMENT

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INTRODUCTION

At Rhee Properties Management, we understand that your property is more than just an investment — it's a valuable asset that deserves professional care and attention.

Our property management services are designed to protect your investment, maximize your rental income, and provide you with peace of mind.

Whether you own a single-family home, a condominium, or a multi-unit building, our experienced team delivers reliable, full-service management tailored to your needs. From rent collection and bookkeeping to maintenance coordination and paperwork oversight, we ensure every detail is handled with efficiency and transparency.

Our flexible package structure allows you to choose the level of service that's right for you — whether you need support with just one service or prefer the convenience of full, hands-off management. Backed by clear reporting, responsive communication, and local expertise, we take the stress out of property ownership so you can focus on what matters most.

With Rhee Properties as your trusted management partner, you gain more than a service — you gain a dedicated team committed to safeguarding your property and growing its long-term value.



SERVICE MENU

SERVICES

RENT COLLECTION

Smooth and efficient rent collection from tenants. We offer both digital and manual payment methods.

BOOKKEEPING

Accurate recordkeeping of transactions for organized financial management.

MAINTENANCE

Repair and improvement management to preserve your property's condition and value. (does not include repair/improvement cost)

PAPERWORK

Legal, financial, and operational document management to ensure oversight and compliance.

CHOOSE A PACKAGE:

BASIC PACKAGE

Base:	
select one	7% of rental
service	income

Plus:	
each additional	+1% of rental
service	income

Example:	
Rent Collection	8% of rental
& Bookkeeping	income

FULL PACKAGE

10% of rental income



GETTING STARTED | PT. 1

INITIAL CONSULTATION

We'll discuss your property, goals, and preferred level of service. This helps us match you with the right package.

SELECT YOUR SERVICES

Choose from our four core property management services:

- Rent Collection – Smooth and efficient collection via digital or manual payment methods.
- Bookkeeping – Accurate transaction records for organized financial management.
- Maintenance – Coordination of repairs and improvements to preserve property value (cost of repairs not included).
- Paperwork – Management of legal, financial, and operational documents for full compliance.

REVIEW & SIGN THE AGREEMENT

We'll prepare a Property Management Agreement outlining your selected services, fee structure, and the standard one-year term.

ONBOARDING & SETUP

We'll request for property details, keys, and any existing tenant or lease information so we can begin managing efficiently.



GETTING STARTED | PT. 2

OPTIONAL HANDS-OFF ENHANCEMENTS

For a smoother, enhanced management experience, we can include:

- Repairs Threshold Policy – We'll automatically handle repairs up to \$300 without requiring approval, ensuring quick resolution for tenants. Anything above that amount will be confirmed with you (except emergencies). The threshold amount can also be set to your preference.
- Trust Account Operations – All rental income and deposits can be managed through a dedicated trust account, separate from company operating funds. This ensures transparency, compliance, and timely disbursements to owners.

MANAGEMENT BEGINS

We'll implement your selected services and keep you updated with regular reports and clear communication.

TERMINATION POLICY

The standard term for our Property Management Agreement is 12 months. Either party may terminate the agreement early by providing 30 days' written notice. Any outstanding balances, reimbursable expenses, or obligations incurred prior to termination will remain payable.



PORTFOLIO

PERLAS COURTE A302
TAMUNING

SAN VITORES TERRACE B25
TUMON

SAGAN GI TALO B32
MAITE

TUMON VIEW II 202
TUMON



129 CHALAN TOTTOT
CHALAN PAGO



314 ALUPANG COVE
TAMUNING



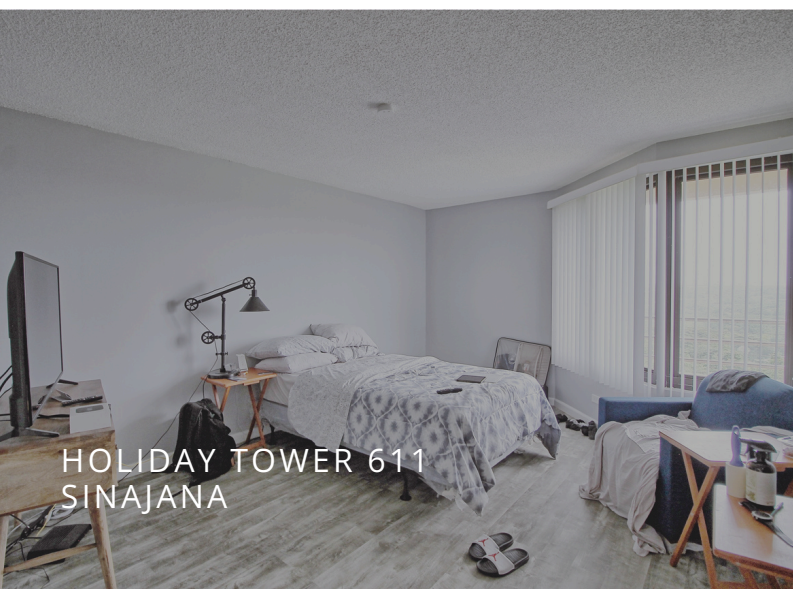
131 ROSE ST
DEDEDO



HOLIDAY TOWER 312
SINAJANA



EVERETT APARTMENTS
BARRIGADA



HOLIDAY TOWER 611
SINAJANA



SAGAN GI TALO A9
MAITE



OUR MANAGEMENT TEAM

At Rhee Properties, our team is built on experience, integrity, and a shared commitment to serving our clients with excellence. Each member brings unique expertise, from leasing and tenant relations to bookkeeping, maintenance coordination, and compliance oversight. Together, we work seamlessly to deliver reliable, hands-on property management that protects your investment and provides peace of mind.

We're more than just managers — we're your partners in building long-term value.

Earl Rhee

Principal Property Manager & CEO

Earl is the principal property manager and CEO of Rhee Properties. His prior experience includes managing the retirement plan of an oil & gas company at Aon PLC. He holds a BBA degree in Finance from Baylor University.

Luciano Villanueva

Site Operations Manager

Gladdy Kanfin

Site Supervisor

Enery Kanfin

Head Housekeeper

Renante Denora

Operations Coordinator

Masiah Rivera

Operations Coordinator





BEYOND MANAGEMENT

FULL REAL ESTATE SERVICES

At Rhee Properties, we go beyond property management. As a full-service real estate brokerage, we provide comprehensive solutions to support your entire real estate journey, whether you're renting, renovating, developing, buying, or selling.





BEYOND MANAGEMENT: FULL REAL ESTATE SERVICES

Leasing & Tenant Services

Tenant Placement

Professional listing, marketing, showings, screening, and lease signing.

OHA/VA Lease Expertise

Specialized support for military and veteran housing needs.

Sales Services

Property Sales & Marketing

If you're considering a sale, our brokerage team leverages professional marketing, staging, and market expertise to maximize your sale price.

Investor Consultation

We help you analyze when it may be more profitable to sell, refinance, or expand your portfolio.

Buyer Representation

For your next investment, we'll source properties that fit your goals and negotiate on your behalf.





BEYOND MANAGEMENT: FULL REAL ESTATE SERVICES

Advisory & Support

Market Analysis & Pricing Strategy

Data-backed recommendations to keep your property competitive.

Renovation & Value-Add Guidance

Advice on improvements that increase rent and property value.

Renovation & Development Services

Renovation Management

From minor upgrades to full remodels, we coordinate trusted contractors, oversee timelines, and ensure projects add value to your property.

Development Advisory

Support for larger-scale projects, from feasibility studies to coordinating with builders, engineers, and permitting authorities.

Owner Representation

Acting on your behalf to ensure quality control, cost efficiency, and smooth communication during renovation or development.





BEYOND MANAGEMENT: FULL REAL ESTATE SERVICES

Why It Matters By combining management, sales, and development expertise, we provide:

A seamless transition if you decide to sell, renovate, or expand,

Expert oversight for projects that enhance property value, and

A trusted partner for every stage of ownership, from acquisition to improvement to resale.

With Rhee Properties, you're not just hiring a manager — you're partnering with a team that supports your property's full potential.





CONTACT US

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