CLAVIS
PROPERTY MANAGEMENT

OWN WITH EASE
Central Pennsylvania property management
717-516-1655

Own with Ease. Know what to expect.

Frequently asked questions | Your one-page owner guide

Leasing & tenant selection

When does marketing start?

Before move-out whenever possible, after notice and subject to access, condition and the lease.

How long is a typical vacancy?

Our current estimate is **2-3 weeks** when properly priced and rent-ready; timing is not guaranteed.

How are tenants screened?

Credit, verified income/employment, rental history, available references and lawful background information. Usual credit benchmark: **620**.

Who approves the tenant?

You decide with our recommendation, using consistent criteria and fair housing requirements.

Visibility & communication

Can I see my property finances?

24/7 portal access to available statements, income, expenses and supporting invoices.

When will you respond or notify me?

Routine replies: **next business day**. Tenant notice: **email**. Confirmed vacancy: promptly. Emergencies receive priority.

How often are walkthroughs done?

At least annually, generally at renewal. Maintenance staff report visible concerns during authorized service visits.

Maintenance & turnovers

When is a turnover ready?

Walkthrough promptly at move-out; scope and estimate usually **within a week**. Typical rent-ready timing: **1-2 weeks**, depending on work and availability.

Do repairs need my approval?

Standard nonemergency limit: **$500 per incident**. Larger work needs approval; necessary emergency work may exceed the limit under your agreement.

Is a reserve required?

Standard reserve: **$500 per property**. It remains your money for authorized costs, with replenishment as needed.

Fees & management terms

What are the standard fees?

Your **agreed percentage of rent collected**; placement: **one month's rent**; signed annual renewal: **$300**. Other authorized charges are itemized in your agreement.

Do I pay a percentage fee during vacancy?

No collected rent means no percentage fee. Authorized leasing, repairs and other charges may still apply.

What happens with late rent?

We follow up and coordinate lawful enforcement. Collected lawful late fees are split **50/50**. Eviction steps and costs are discussed with you.

What is the term and cancellation notice?

Standard initial management term: **one year**. Standard notice: **60 days in writing**; termination dates and early-exit conditions follow your signed agreement.

Quick reference; see the full FAQ for details. Standard residential services as of October 2026. Signed agreements and applicable law govern. Timing estimates are not guarantees.