

Mission Statement - Our family serving yours

- Develop a work environment that supports family values and a great quality of life for the individuals who work here and those who live in our rentals and community associations.
- Pursue growth and stability for the clients we represent.
- Enhance the value of the properties we manage as well as our company.
- Contribute positively to the environment and our neighborhoods.
- Maintain our long established reputation as a leader in the property management industry.



Experienced



Ethical

"From researching issues, to providing advice to our board, we've been very pleased to work with the Bell-Anderson team."

~ Association Board Member

"Effective, timely and honest communication. I feel my interests and investment have been protected by the tenant screening as well as the rent collection process. I have been associated with your company and Vickie Gaskill for over 18 years and I am very satisfied with the service that I have received."

~ Single family homeowner

"The staff are well trained, available to respond to all calls and take care of all issues in a timely manner. I also believe that Bell-Anderson represents their owners' interests better than any other agency in the area."

~ Apartment building owner

Our family serving yours.

Bell-Anderson & Associates LLC, AMO®, CRMC®
10615 SE 256th St Suite #201
Kent, WA 98030

Mailing address:
P.O. Box 5640
Kent, WA 98064-5640

Phone Numbers:
253-852-8195
800-755-5397
253-854-4831 Fax



www.bell-anderson.net

Professional



Condo/HOA Management Services

Administrative Services

- Attend regular meetings and perform on-site walkthroughs (defined by proposal)
- Prepare and distribute annual meeting notices, proxy requirements and meeting agendas
- Negotiate and execute service contracts
- Assist in acquiring Association insurance, and assist in handling insurance claims
- Prepare resale certificates and escrow questionnaire information
- Send compliance letters to those who do not comply with the Declarations and rules of the Association

Accounting Services

- Maintain operating and reserve accounts with signature cards and bank reconciliations
- Collect assessments and delinquencies, and pay invoices in a timely manner
- Provide monthly financial statements for operating and reserve accounts
- Work with a Board-approved attorney on collections.
- Handle payroll and taxes for onsite managers
- Assist in the preparation of the budget and work with an auditor for tax and audit preparations

Honest

Residential Management Services

We obtain the highest rents in the least amount of time and with the least amount of concern to you.

- We market and show your home to locate qualified tenants, verifying credit worthiness, employment stability, and housekeeping ability.
- Upon both occupancy and vacating of the property, a full inspection is conducted in addition to periodic interior and exterior inspections.
- We maintain accurate and complete records of all receipts, expenses, and charges and each owner receives monthly and year-end financial accounting statements.
- We assist both tenants and owners to understand the importance of observing the statutes of the Washington State Landlord-Tenant Act.

Full management: We secure a tenant (if your property doesn't have one already), and manage the property on a monthly basis. This includes rent collection, maintenance, inspections, and other appropriate services.

Non-Property Management: We secure a tenant and complete the leasing paperwork. Once the tenant has moved in, we provide the paperwork to you so you can manage the property yourself.

Effective

Expert

Bell-Anderson began serving communities in 1931 when Don Bell, Sr., opened his real estate office. In 2002, Vickie and Tim Gaskill acquired the firm which has continued to see steady growth under their capable leadership. When it comes to industry experts, Bell-Anderson stands apart from the crowd.

- Vickie Gaskill served as the 2010 President for the National Association of Residential Property Managers (NARPM®)
- Each of our managers is Nationally Certified
- We are members of the WSCAI

In short, when it comes to Association Management

...we wrote the book.



Integrity