

Estate Property Management Instructions

Date: [Insert Date]

To: [Property Manager's Name]

From: [Your Name]

Subject: Estate Property Management Instructions

Dear [Property Manager's Name],

I hope this letter finds you well. As the estate owner, I would like to provide you with specific instructions regarding the management of my property located at [Property Address]. Please find the details below:

1. General Management

- Ensure regular maintenance of the property.
- Conduct routine inspections at least once every three months.

2. Tenant Management

- Screen potential tenants thoroughly
- Collect rent on a monthly basis and provide me with a statement of accounts.

3. Financial Management

- Prepare a monthly financial report detailing income and expenses.
- Notify me of any financial obligations exceeding [Specify Amount].

4. Emergency Procedures

- In case of emergency repairs, please contact me immediately.
- Have a list of trusted contractors available for urgent needs.

Please do not hesitate to reach out if you have any questions or require further clarifications regarding these instructions. I appreciate your commitment to managing my property effectively.

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]