



Property Management Services include:

Property management responsibilities include tenant relations, property maintenance, rent collection, lease administration, and ensuring compliance with local laws and regulations. Effective property management aims to enhance property value, ensure tenant satisfaction, and maintain the property's overall condition.

- **Management Fees** - 10-15% gross rental revenue
 - Includes:
 - Resident Portal - Online rental payments and maintenance portal
 - Owner Portal - transparency to finances and open maintenance tickets
 - Tenant Procurement, placement and relations
- **Tenant Relations** - **additional fees may apply, see below*
 - Rent Collection
 - Handling complaints, Maintenance requests & Emergency situations
 - Annual inspections
 - Lease management
 - Setting, collecting and adjusting rents
 - 24hr on call **additional fees may apply, see below*
 - Pre-move out inspection, to ensure rentability upon move out
 - Evictions
 - Rent collection & deposit into landlord account
- **Additional Fees:**
 - Lease Renewal - 25% of one months rent for renewal
 - Tenant Procurement - 40% of first months rent for a new lease
 - Marketing unit
 - Tenant application & Screening
 - Credit & background check, including evictions
 - References - employment and past landlords



- Income 3x rental amount
- Identity verification
- If property is vacant for a long period of time a \$200 fee will be charged for us to check on the property
- Estimate Collection, meeting contractors, inspectors or insurance adjusters etc. - \$55/hr, 1 hr minimum charge
- Non-Eviction Related Court Representations/Hearings & Insurance claims/inspections/paperwork - \$55/hr, 1 hr minimum charge, landlord pays legal fees.
- After Hours Emergency Calls that involve unlocking doors, On site assessments and coordination of Multiple Vendors - \$75/hr, 1 hr minimum charge
 - Tenant lock out - \$50/occurrence, this can be passed to the tenant
- General Maintenance - \$55/hr, 1 hr minimum charge
- Financial Management - bookkeeping for the property, Accounts Payable and budget management. Pricing for this is on a case by case scenario.