WOODSVIEW PROPERTY MANAGEMENT
SERVICES SHEET

Service	Includes	Possible Additional Expenses*
Marketing	• Professional-quality photographs and marketing materials • Advertisements on various outlets • Actively pursuing tenant leads • Scheduling and showing Properties.	Applicable commission to real estate agents for ads posted on MLS
Screening	• Rental applications for prospective tenants • Requesting credit history • Verifying Income • Contacting previous landlords.	Cost of screening with verified credit checks or background checks
Leasing	• Determining commercially reasonable rental rates • Rental and tenancy agreements • Payment, contact, and property inspection forms • Collect first and last month's rent • Move-in and move-out inspections	
Rent Collection	• Collecting rent and laundry room income • Monitoring payments and notifying delinquent tenants • Serving N4 notices • Providing year-end rent receipts.	
Maintenance	• Informing of preventative maintenance needs • Suggesting capital improvements where necessary • Arranging all routine and emergency maintenance	Cost of any third-party service or expense
Bill Payments	Pay all recurring monthly expenses, using Client funds, including mortgages, taxes, insurance, and property services such as utilities	
Monthly Reporting	• Monthly statements showing income and expenses • Depositing monthly surplus funds • Year-end tax summary report.	
Property Inspections	• Scheduling property inspections (fire, cooling, etc.) • Performing periodic inspections of property grounds	
LTB and Small Claims	Coordinating with lawyers or paralegals to assist in the preparation of case materials.	Costs for preparing and serving LTB/court forms and preparing for and attending hearings.
Fire and Safety	Engaging third parties to assist in the implementation of proper fire safety plan.	Costs for creating and starting a formal fire and safety plan.

* Expenses are approximate and may vary due to increases by third-party vendors or fair market rates. List may not be exhaustive.

Standard Rate: **8-10%** of gross rent expected depending on property (e.g., location, size, type, number of units, etc.)

**CONTACT US TODAY FOR A FREE QUOTE ONLINE AT WWW.WOODSVIEWPM.COM
OR BY PHONE AT (647) 500-8729.**