



PROPERTY MANAGEMENT FEE STRUCTURE:

Monthly

10% monthly of rent received which covers:

- ✓ initial meetings with owner
- ✓ initial property assessment
 - ✓ advertising photos
- ✓ drafting management agreement
 - ✓ title search fee
- ✓ advertising costs (Advantage website, Kijiji regular monthly fee, pamphlets)
 - ✓ all incoming phone calls and emails in relation to the property
 - ✓ property viewing appointments by potential tenants
 - ✓ vetting potential tenants
 - ✓ drafting leases
 - ✓ move-in and move-out inspections
 - ✓ receiving and tracking incoming rent and invoices
 - ✓ monthly owner payouts and banking
 - ✓ monthly statements
- ✓ plus all additional day-to-day business as required

Maintenance

Within Advantages skill set:

\$65.00/hr for Advantage maintenance to repair or replace as required with no additional management fee percentage on labor

(unless prior arrangements made with owner for alternate maintenance personnel)

10% management fee on parts and supplies needed for repair

Outside of Advantages skill set:

Advantage will secure a contractor as required

(i.e. – plumber, appliance repair, etc.)

10% management fee on outside contractor invoice total

Additional costs incurred at owner request only:

Credit checks if required

Any additional advertising methods requested

Quarterly inspections – furnace filter assessment and/or replacement (\$65.00/hour)



EXCELLENCE REALTY