

TIMBERLINE

PROPERTY MANAGEMENT GROUP

2026 MENU OF SERVICES

SETUP / ONBOARDING - \$250 (Single-family & multifamily under 10 units*)

- Initial condition inspection
- Document review and upload
- Owner & tenant(s) portal setup
- Complete property onboarding coordination including verifying the accuracy of all tenant information, rent, deposits, fees, lease terms, etc. within our property management software
- Formal tenant welcome emails/letters and in-person introductions

*Custom pricing for 10+ units & commercial

TENANT PLACEMENT / LEASING - 50% (of one month's rent)

- Detailed rental market analysis & pricing
- Marketing & advertising on major rental listing platforms (20+ online sites)
- Hi-res exterior and interior photography
- Weekly tours/showings report
- Comprehensive applicant screening
- Lease & addenda execution
- Showing coordination (7 days/week)
- Move-in condition reports
- Tenant welcome letter and move-in checklist
- Utility setup and transfer
- Signage installation & removal (if applicable)

PROPERTY CONDITION REPORT - \$150 (per unit)

- Professional interior & exterior inspections
- Detailed photo documentation & report
- Safety & code compliance verification
- Documentation to support corrective action notices to residents
- Fully optional service

MONTHLY MANAGEMENT - 6%* (Charged only on income received)

- Rent collection & monthly owner disbursements by ACH direct deposit
- Maintenance coordination & vendor management
- Tenant communications & dispute resolution
- Monthly financial statements
- Bookkeeping and property/unit-level accounting
- Automated rent reminders and late fees
- Expense management (utilities, maintenance & repair invoices, service payments, etc.)
- Annual tax documents including a detailed year-end operating statement, occupancy report, rent roll, delinquency report, receipts/invoices, and 1099s

*Starting at 6% of monthly gross rental income

ANNUAL LEASE RENEWAL - \$175 / EA

- Market assessment(s) to ensure competitive pricing
- Rent increases that maximize income while minimizing vacancy risk
- Professional renewal negotiations on your behalf
- Updated lease agreements with all required notices & addenda
- Strategic renewal offers mailed a minimum of 100 days prior to lease expiration
- Tenant retention strategies to minimize turnover

PROJECT MANAGEMENT - 10%

- Percentage-based fee for capital improvements, renovations, and repairs exceeding \$5,000 per project
- Includes project planning, fielding & comparing multiple estimates/bids, coordinating all vendors, inspections, and project completion oversight