



Management Fee Chart

	SINGLE FAMILY HOME	MULTI-FAMILY (2 to 9 units)	MULTI-FAMILY (10+ Units)
MONTHLY FEE	8% + \$3	7% + \$3 per unit	6% + \$3 per unit
SET UP FEE	\$100	\$75 per unit	\$50 per unit
ANNUAL INSPECTION (With Report)	\$100	\$75 per unit	\$50 per unit
PHOTO & VIDEO SHOOT (+ marketing)	\$200	\$150 per unit	\$100 per unit
PAID ADVERTISING	\$3 daily when advertised	\$3 daily when advertised	\$3 daily when advertised
WELCOME PACK	\$20 on new lease	\$20 on new lease	\$20 on new lease
*** Non Regular Occurring Fees ***			
MANAGEMENT CONTRACT RELEASE	30 day notice	60 day notice	90 day notice
EVICTON/ LEGAL DISPUTE	At Cost, attorney and court fees	At Cost, attorney and court fees	At Cost, attorney and court fees
REPAIRS	At vendor cost, no markup. In house maintenance \$60 per hour	At vendor cost, no markup. In house maintenance \$60 per hour	At vendor cost, no markup. In house maintenance \$60 per hour
REMODELING	Vendor Cost + 10%	Vendor Cost + 10%	Vendor Cost + 10%
SALE PREP/DOCUMENT EXCHANGE	\$200	\$500	\$1000

MONTHLY FEE

- Peace of mind at a flat rate. Our staff continually monitors activity, accounts and repair needs daily to ensure your investment is well maintained and tended to. This includes ensuring rental accounts are up to date, repairs are troubleshot with the tenant prior to dispatching and all concerns are addressed.

SET UP FEE

- Not sure where to start? No worries, we will take care of that! If you are switching from another management company all we need is the current management contact information and we can do the rest! Self Managing? No problem! We have an easy to follow request guide. Once your property is in our system we will reach out to all residents for additional information and an inspection follow up!

ANNUAL INSPECTION

- Worried about the condition of your investment? We perform annual inspections (interior/exterior) to include written documentation, photos and follow-up as needed. These inspections are used for renewal notices, maintenance and compliance. If your investment needs attention we will assess the issues and send you the report for recommendations. Minor repairs will be performed onsite during inspection.

PHOTO AND VIDEO SHOOT

- Maximize your rental by utilizing professional photo shoot, video tour and in some areas even drone footage! This includes real time market comparison and professional written ad to help boost audience and appeal to the property. Social Media campaigns, signage and fliers.

PAID ADVERTISING

- Zillow has become the highest volume syndicate we utilize and in 2019 Zillow began charging Property Managers to use their platform. The fee for paid advertising covers online presence with Zillow and over 26 syndicate sites. This is a daily fee while the unit is advertised, only.

WELCOME PACK

- Making our residents feel welcome is our priority when placing a new resident. The welcome packet includes some basic necessities plus drain covers, drain snake, property specific garbage and recycling information as well as area specific guides.

MANAGEMENT CONTRACT RELEASE

- Looking to sell your investment or self manage? No cancellation fees with proper notice. Other terms apply (see chart)

EVICITION/LEGAL DISPUTES

- We work hard to keep our residents up to date, in compliance and utilize community mediation when available. Sometimes disputes are still not able to be resolved without legal action. For legal disputes and evictions the property owner is only billed at cost. No hidden charges. Period.

REPAIRS

- When it comes to taking care of your investment repair or preventative maintenance needs we want to be sure you are able to do as much with your finances as possible which is why First Class Property Management does not upcharge any repair or vendor invoices. Make your dollars work for you in every way possible. In-house repairs are charged at \$60 per hour. When it comes to larger or contract repairs, never worry - You will be presented with estimates from more than one vendor.

REMODELS

- The only time First Class Property Management will add 10% to vendor invoices is when there is property remodel. This is due to the added time for scheduling, inspecting, documenting and coordinating with multiple vendors on these projects. On average our staff works an additional 20-30 hours on remodels to assure your remodel project is handled with precision and care.

SALE PREP/DOCUMENT EXCHANGE

- We know the selling process can be daunting which is why we have a tried and true Management Exchange which covers the inspection scheduling, document download profile and sharing to include resident files, property reports, marketing photos and upon closing all property key & access items. Our process is smooth and seamless which makes for a quick closing or exchange.