



# Pricing Sheet

Items Description	Rate
<p><b>Property Management Fee Per Unit</b> (i.e. duplex would contain two units, therefore the fee would be multiplied by 2)</p> <ul style="list-style-type: none"> <li>- Rental Analysis</li> <li>- Property improvement recommendations</li> <li>- Maintenance Coordination on routine jobs</li> </ul>	<p>\$ 120.00 per month per unit            \$85 per month for secondary suite (basement)</p> <p>Airdrie: \$130 per month per unit</p>
<p><b>Lease Fee (per tenant placement)</b></p> <ul style="list-style-type: none"> <li>- Move-in and Move-Out Inspection</li> <li>- Marketing on Rentfaster and Rentboard</li> <li>- Credit checks</li> <li>- Tenant recommendation with Approval from Owner</li> </ul>	<p>\$500 + Marketing /Credit Check Costs</p> <p>Airdrie: \$550 + Marketing /Credit Check Costs</p>
<p><b>Annual Renewal Lease Fee</b></p> <ul style="list-style-type: none"> <li>- Renewal of Existing Lease</li> </ul>	<p>\$125.00</p>
<p><b>Rent Collection</b></p> <ul style="list-style-type: none"> <li>- Under 5 Properties, rent is sent directly to the owner via e transfer</li> <li>- Rent collection is available to clients with 5+ properties</li> </ul>	<p>To be discussed with clients</p>
<p><b>Evictions-Filing with RTDRS</b></p> <ul style="list-style-type: none"> <li>- Fill out eviction form</li> <li>- Meet with RTDRS for eviction hearing-Enforcement of Judgment</li> <li>- Coordinate Sheriff and Locksmith</li> </ul>	<p>\$ 250.00+ associated RTDRS Fees</p>
<p><b>Periodic Inspections</b></p> <ul style="list-style-type: none"> <li>- To reduce potential damage to property, periodic inspections are offered at quarterly, semi-annual basis dependent on owner recommendation.</li> <li>- Properties will be taken with extensive pictures to show owner pictures of the property</li> <li>- Recommendation on preventive maintenance</li> </ul>	<p>\$ 50.00 per inspection</p>
<p><b>Maintenance By Property Manager</b></p> <ul style="list-style-type: none"> <li>- Labour for small unskilled jobs as required</li> <li>- Builder Warranty Inspection, Key Pickup, Walkthrough with Builders</li> </ul>	<p>\$ 50.00 per hour            Minimum 2 hours</p>
<p><b>Maintenance Coordination</b></p> <ul style="list-style-type: none"> <li>- Coordination of skilled trades such carpenters, plumbers, and electricians</li> <li>- Small routine jobs will be 0% markup under \$1000</li> <li>- higher complex jobs will require a 10% markup on subcontractor pricing (i.e. furnace, AC install, renovations)</li> </ul>	<p>0 – 10% dependent on difficulty of job</p>