

# FEE SCHEDULE & SERVICE PACKAGES

## Package One The Independent Investor

This option is great for investors who are just looking to fill their vacant properties without the hassle of advertising and screening potential tenants but who want a more hands-on approach to collecting rent and handling repairs and conflict.

This package includes:

- ✓ Advertising to find tenant
- ✓ Perform credit check & check references
- ✓ Co-ordinate move in
- ✓ Co-ordinate rent payment options
- ✓ Option to hold damage & pet deposit in trust\*

We will provide the following:

- ✓ Application forms
- ✓ Credit check forms
- ✓ Standard lease agreement
- ✓ PAD form (if applicable)
- ✓ Yearly trust account overview\*

\*Based on a one-year management contract and subject to a yearly fee of \$150.00 to maintain account.

### Costs:

One-time fee of ½ months' rent + GST  
Disbursements at cost

### A-la-carte services offered:

\$200.00 beginning of tenancy walk-through  
\$200.00 end of tenancy walk-through  
\$35 beginning of tenancy meter reading  
\$35 end of tenancy meter reading

Prices are subject to change at the end of the contract renewal with 60 days notice.

## Package Two The Savvy Investor

For the investor who wants management services but who also wants to co-ordinate their own property-related maintenance. The Savvy Investor is great for investors who don't want to handle the accounting side of things!

This package includes:

- ✓ Professional photographs
- ✓ Paid advertising for 30 days
- ✓ Credit check & check references
- ✓ Beginning and end of tenancy meter readings
- ✓ Co-ordinate and collect rent
- ✓ Deliver notices to tenant
- ✓ Investor Portal access on our website
- ✓ Damage & pet deposit held in interest-bearing trust account\*

We will provide the following:

- ✓ Package One inclusions plus;
- ✓ Monthly rental statements
- ✓ Yearly trust account review\*

\*Based on a one-year management contract and subject to a yearly fee of \$250.00 to maintain account.

### Costs:

Monthly management fee +  
\$500 + GST finder's fee  
\$250 + GST lease renewal fee  
\$200/each for beginning and end of tenancy walk-through  
\$35 + GST smoke detector battery change\*\*

Disbursements at cost

\*\*It is against City By-laws to have a tenant tamper with a smoke detector

### A-la-carte services offered :

\$25 quarterly furnace filter changes

Prices are subject to change at the end of the contract renewal with 60 days notice.  
A \$65/hr fee charged for emergency or after-hours services  
†Sliding scale management fees. Please inquire.

## Package Three The Happy Investor

This option is for investors who just want to sit back and collect on their investments! The Cadillac of our management services, The Happy Investor is the full management option and our most popular package.

This package includes:

- ✓ Package Two inclusions plus;
- ✓ Additional 30 days of paid advertising at no additional cost
- ✓ Criminal Record Check for potential tenants if requested
- ✓ Tenant portal access on our website
- ✓ Paying condo fees, property taxes & monthly utilities on your behalf
- ✓ Withhold taxes

We will provide the following:

- ✓ Package Two inclusions plus;
- ✓ Yearly trust account review\*

\*Based on a one-year management contract and subject to a yearly fee of \$250.00 to maintain account.

### Costs:

Monthly management fee†  
\$750 + GST finder's fee  
\$250 + GST lease renewal fee  
\$200/each for beginning and end of tenancy walk-through  
\$35 + GST smoke detector battery change\*\*  
Disbursements at cost

\*\*It is against City By-laws to have a tenant tamper with a smoke detector

### A-la-carte services offered:

\$25 quarterly furnace filter changes  
\$65 lawn care per cut  
\$65 snow removal per clearing

Prices are subject to change at the end of the contract renewal with 60 days notice.  
A \$65/hr fee charged for emergency or after-hours services  
†Sliding scale management fees. Please inquire.