BEFORE ENGAGEMENT-

No Cost or Commitment

Rental Rate Assessment
Property Visit
Landlord & Tenant Rights Consult
Personal Plan Consult
Vendor Introductions for Repairs / Renos

AFTER ENGAGEMENT

Service Agreement Signed + Engagement Fee Paid ($500 + GST)

	Leasing Services		Management
	Full Service	Marketing Only	Full Service
	$1,500 + GST	$1,000 + GST	10% of Rent+ GST
Leasing Services are FREE with Management	**Free With Management**	**Free With Management**	**Leasing Services: $0.00 (Included)**
ADVERTISING/ MARKETING			
• Professional Photos	✓	✓	✓
• Paid Property Listing Ads	✓	✓	✓
• 24 hour Prospect Engagement	✓	✓	✓
• Tenant Prospect Management	✓	✓	✓
• Weekly Marketing Reports	✓	✓	✓
• Showing Scheduling	✓	✓	✓
• Hidden Fees	None	None	None
• Tenant Screening	✓	✓	✓
• Credit Checks	✓	✓	✓
Showing by Agent - We Show the Home	✓		✓
Showing by Owner - You Show the Home		✓	
15 Minute Training + Scheduling App			**No fees for 2 months!**
CLOSING THE DEAL			
• Lease Drafting and Signing	✓	✓	✓
• Deposit Collection	✓	✓	✓
• Form K + Communication with Strata	✓	✓	✓
• Tenant Insurance Collection	✓	✓	✓
• Tenant Utility Setup	✓	✓	✓
• Move In Coordination	✓	✓	✓
• Key Cuts	✓	✓	✓
• Move In Inspection + Report + Photos	✓	✓	✓
N O H I D D E N F E E S			
FINANCIAL MANAGEMENT			
• Rent Collection by Pre-Authorized Debit			✓
• Monthly Funds Transfer to Owner (FTO)			✓
• >99% Rent Collection Rate			✓
• Rent Payment Notifications and Enforcement			✓
• 2 Inspections per Year			✓
• Emergency Services (24.7.365)			✓
• Monthly Financial Reporting			✓
• Invoice Payments + Filing for Taxes			✓
• Non-Residents: NR4 Account Setup +			✓
• Remittances + YE Statement			✓
• Personal File System w/24 hour access	✓	✓	✓
N O H I D D E N F E E S			
TENANT MANAGEMENT			
• Maintenance Request System			✓
• Vendor Procurement + Management			✓
• Repair and Maintenance Markups	None	None	✓
• Move Out Inspection + Report + Photos			✓
• Insurance Claim Hours			✓
• Residential Tenancy Branch Dispute Hours			✓
• Strata Council Hearings			✓
• Bylaw Infraction Management			✓
• Tenant Insurance Management			✓
• Rent Increase Forms + Management			✓
• Registered Mailings			✓