

Property Management Work Sheet

Prepared for

Properties

Your property

Approximate Rent

Monthly	
Annually	\$0.00
Units	4

A.G. Fee Schedule	\$0.00
Avg rent	\$0.00
Mgmt Fee	10%
Per unit fee	\$0.00
Monthly Fee	\$0.00

	% based	Flat Fee
Competition Fee		
Avg rent		
Mgmt Fee	0%	
Per unit fee	\$0.00	\$0.00
Monthly Fee	\$0.00	\$0.00

Inclusions	
Tenant Files	Yes
Tenant Calls	Yes
Manage Tenant conflicts and complaints	Yes
Manage Repair Requests	Yes
LLTB Notice issuance	Yes
LLTB Applications for action	LLTB fee
Rent Collection	Yes
Collection of late rent	Yes
Monthly Deposits	Yes
Monthly Statements	Yes
Rent Receipts to tenants	Yes
Move in inspections	Yes
Move out inspections	Yes
Bi-weekly property inspections.	Yes

Inclusions		
Tenant Files	Yes	Yes
Tenant Calls	Yes	Yes
Manage Tenant conflicts and complaints	Yes	Yes
Manage Repair Requests	Yes	Yes
LLTB Notice issuance	Yes	N/A
Filing all Tribunal Applications	LLTB fee	N/A
Rent Collection	Yes	N/A
Collection of late rent	Yes	N/A
Monthly Deposits	Yes	N/A
Monthly Statements	Yes	N/A
Rent Receipts to tenants	Yes	N/A
Move in inspections	Yes	N/A
Move out inspections	Yes	N/A
Bi-weekly property inspections.	Yes	N/A

Add on services	
Negotiate a settlement before tribunal	Included
Attend a Hearing (Para Legal - landlord legal)	\$350.00
Lease Renewals	Included
Rent Increases	Included
Manage Vacancies	Included
Collect Laundry money	Included
Contact Payment	Included
Twice a year smoke detector inspection	Included
Semi Annual in unit inspection	Included

Add on services		
Negotiate a settlement before tribunal	\$100.00	\$100.00
Attend a Hearing (Para Legal - landlord legal)	\$450.00	\$550.00
Lease Renewals	\$100.00	\$200.00
Rent Increases	\$35.00	\$35.00
Manage Vacancies (1/2 month or full)	\$650.00	\$1,300.00
Collect Laundry money	\$15.00	\$15.00
Contact Payment	Plus 10% of bill	N/A
Twice a year smoke detector inspection	\$65.00	N/A
Semi Annual in unit inspection	\$50.00	N/A