

Multi Family Dwelling Fee Structure
As of January 1, 2009

Leasing Fee - Up to 40% of First Month Rent

Includes:

- 1) All advertising including photographs and comprehensive description.
- 2) Prescreening calls from prospective Tenants before showing the property.
- 3) Showing the property.
- 4) Taking the equivalent of the first month's rent as a rental deposit.
- 5) Preparing the application to lease.
- 6) Checking the previous landlord reference.
- 7) Confirming current and past employment history.
- 8) Obtaining a personal credit report for review.
- 9) Preparing the formal lease and getting it signed before move in.
- 10) Completing a move in inspection report in accordance with the Residential Tenancies Act for the respective jurisdiction.
- 11) Creating a pictures portfolio of the interior and exterior of the home prior to move in.
- 12) Replacing the locks on the property upon tenant move in / move out.
- 13) Commissions to our leasing agents.
- 14) Vacant property inspections.

Management fee- 5-8% of Monthly Rent

Includes:

- 1) Collecting the monthly rent and depositing it into our trust account.
- 2) Follow up on delinquent rents if required.
- 3) Responding to maintenance request from the tenants and owners.
- 4) Maintaining a 24/7 emergency response system.
- 5) Paying on your behalf any costs incurred for the maintenance of the property.
- 6) Preparing monthly financial reports on the property and emailing them to the owner at the end of each quarter.
- 7) Sending the net proceeds of the property to the owner's between the 20th - 25th of the current month.
- 8) Carrying out formal inspections of the property every quarter.
- 9) Responding to owner and tenant concerns.

Lease Renewal Fee- Free

- 1) Establish current market rental value.
- 2) Send out appropriate letters to Owner and Tenant.
- 3) Prepare lease renewal document and get it signed by tenant.