

2019 LEASING SERVICES

Service	Includes	Fee
RENTAL ASSESSMENT REPORT	A rent report that outlines average rents along with a list of comparable properties and a suggested range for your property.	\$0
NEW UNIT SET UP: VACANT UNIT	Creating a digital file for your property. Establishing owner and tenant portal access. Drafting a lease template. Maintenance Compliance Inspection. Photo inspection to capture pre-tenant conditions. Install of lock box/electric door lock. Up to 15 hi-res marketing photos	Per Unit: \$285
NEW UNIT SET UP: OCCUPIED UNIT	Creating a digital file for your property. Establishing owner and tenant portal access. Install of lock box. Collection of in place lease documents from prior property manager.	Per Unit: \$50
MONTHLY MANAGEMENT	Monthly owner statements. Annual cash flow statement and 1099. Tenant rent collections. Coordination of routine service requests of occupied units. After-hours emergency maintenance responder. Mid-lease tenant addenda. Processing invoices (HOA, utilities, landscaping, maintenance). Move out accounting. Written tenant notifications/lease violations. Tenant communications.	1 Unit: 10% 2-3 Units: 9% 4-6 Units: 8% 7-10 Units: 7% 10 + Units: Call for info
TENANT PLACEMENT	Agent tours. Signage. Online advertising. Tenant screening. Lease negotiations and executed lease documents. Move-in inspection. Collection of security deposits & prorated rents. Reduced to 25% when a tenant is located by the homeowner before marketing and/or tours have begun. \$100 discount to allow prospective tenants to self tour.	Equal to 50% of 1 month's rent. Minimum of \$500, Maximum \$1500
LEASE RENEWAL	Check in with owner to determine renewal strategy 4-5 months before lease expires. Deliver formal renewal offer to tenant. Generate and execute a new set of lease documents. Owner to receive a copy of executed lease documents. This fee is also relevant for on-boarding, occupied units <i>if</i> a new set of lease documents is required. No fee if new documents are not executed.	\$95 each
ON-SITE VISIT	LRPM Team Member presence to the property. Typically requested to accompany a vendor if the tenant is unable to be present, grant access for insurance/appraisal inspections or to accompany a homeowner for personal inspection. This service can also be used to courier owner's personal items/mail back to LRPM Office.	\$70/hour

MAINTENANCE SERVICES

Service	Includes	Fee
WORK ORDER PROCESSING	Routine work order processing and scheduling for occupied units. Zero mark ups!	\$0
PROJECT MANAGEMENT/ BID PROCESS	Processing and supervision of any work that exceeds \$2500 (labor/materials), requires bids, multiple vendors or home warranty providers.	10% of total project cost Minimum of \$150 Home Warranty Management: \$50/repair
IN-HOUSE MAINTENANCE TECH	1 tech. 1 hour minimum. Additional hours broken into quarters. General Maintenance and Handyperson services only. Supplies not included.	\$70/hour
INSPECTION REPORT	Formatted report filled with photos and notes pertaining to the interior and/or exterior of the property. Typically requested annually, in the event of damage, upon completion of a major repair or upon report of suspicious activity. Required at move out.	\$95 each

TURNOVER MANAGEMENT

Turnover is the process of making a vacant home rent-ready for a new tenant.

Homeowners can hire LRPM to manage this between tenants or during the on-boarding process.

Turnover Type	Vendors Coordinated	Bids	Make Ready Inspection	Fee
OWNER MANAGED			x	\$95
LEVEL 1	1-4		x	\$150
LEVEL 2	5-7		x	\$200
LEVEL 3	8+		x	\$300
PROJECT MGMT	Individual repairs \$2500 & over	x	x	10% of total project