

# 2021 LEASING SERVICES

Service	Includes	Fee
<b>RENTAL ASSESSMENT REPORT</b>	A rent report that outlines average rents along with a list of comparable properties and a suggested range for your property.	Free
<b>NEW UNIT SET UP:</b>	Digital files created. Set up of the owner and tenant portals. Initial Maintenance Inspection. Conditions report. Install lock box. Up to 15 hi-res marketing photos.	Per Unit: \$350
<b>MONTHLY MANAGEMENT*</b>	Monthly financial statements. 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, repairs). Move out accounting. Written tenant notifications/lease violations. Tenant communications. Annual cash flow statement and 1099.	1-2 Units: 10% 3-4 Units: 9% 5+ Units: 8%
<b>TENANT PLACEMENT</b>	Prospect tour access. Self-showing software management, lock boxes and monitoring. Signage. Weekly check-ins while marketing is active. Online advertising. Tenant screening. Weekly vacancy reporting. Drafted lease document and addenda. Agent lead move-in inspection.	Self-Showing Units: 50% of one month's rent  Agent Guided Showings: 75% of one month's rent
<b>LEASE EXECUTION</b>	Draft 20-40 page lease packet with required addenda upon lease renewal. May also be required upon on-boarding occupied units if there is not a valid lease in place. This fee is already included in Tenant Placement. Additional \$100 admin fee if the Homeowner chooses to log an Unit Inventory Report (PtId only).	\$150 each
<b>ON-SITE VISIT</b>	LRPM Team Member property visits: Accompany vendors when required, grant access for insurance and appraisal inspectors. Courier Owner's personal items.	\$70 per hour

# 2021 MAINTENANCE SERVICES

Service	Includes	Fee
<b>WORK ORDER PROCESSING</b>	Routine work order processing and scheduling for occupied units.	Included with monthly management fee.
<b>PROJECT MANAGEMENT</b>	Processing and supervision of any work that exceeds \$2500 or requires multiple bids. (labor/materials).	10% of total project cost
<b>BID PROCESS</b>	Collection of bids. Service available for projects/repairs that exceed \$500.	\$25 per bid
<b>IN-HOUSE MAINTENANCE TECH</b>	1 tech. 1 hour minimum. Additional hours broken into quarters. General Maintenance and Handyperson services only. Supplies not included.	\$70 per hour
<b>INTERIOR/ EXTERIOR PROPERTY REPORT</b>	Formatted photo report 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.	\$100 each

# 2021 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
<b>OWNER MANAGED</b>	Locksmith		x	\$150
<b>LEVEL 1</b>	1-4		x	\$250
<b>LEVEL 2</b>	5-7		x	\$400
<b>PROJECT MGMT</b>	Individual repairs \$2500 & over	x	x	10% of total project