

Living Room Property Management

2023 Menu of Services

FULL SERVICE
PROPERTY MANAGEMENT

SETUP

\$400/Unit

- 2 inspection reports
- Hi-res marketing photos
- Owner & Tenant portal access
- \$200 additional fee for occupied units



LEASE PACKETS

\$150/ea

- Annual market assessment upon request
- Formal renewal offer
- Lease agreement & required addenda
- Packets ordered 4-6 months prior to lease expiration or upon onboarding



TENANT PLACEMENT

50% or 75% of 1 month's rent
(see below)

- Choose from our two tour options:
 1. Agent led tour program:
75% of 1 month's rent
 2. Secure digital entry tour program:
50% of 1 month's rent
- Rental assessment & marketing plan
- Tour management
- Weekly vacancy report
- Online advertising
- Vacant property monitoring
- Tenant screening
- Tenant lease packet
- Formal move-in condition report
- Signage install and removal



PROPERTY REPORT

\$150/ea

- Formatted photo and conditions report of the interior and/or exterior of the property
- Reports can be ordered annually, bi-annually, in the event of damage, upon completion of a major repair, or upon a report of a disturbance/suspicious activity. Required at move out

MAINTENANCE HANDY SERVICES

\$90/hour

- 1 tech, 1-hour minimum
- Additional hours broken into quarters
- General maintenance & handy services
- Materials billed separately
- \$20 trip charge for on-site visits
- Also for hire to meet vendors, grant access, provide courier services, or preview work that is not managed by LRP
- \$25/day equipment & appliance rentals



MONTHLY MANAGEMENT SERVICES

10% of monthly rent
each month*

- Monthly financial statements
- Rent collections
- Coordination of routine service requests for occupied units
- After-hours emergency maintenance coordination
- Mid-lease tenant addenda
- Processing property payables (HOA, utilities, yard care, repairs)
- Move out accounting of tenant security deposit
- Formal & informal tenant communications
- Annual tax documents including a cash flow statement & 1099



MAINTENANCE PROJECT MANAGEMENT

10% of project cost

- Processing and supervision of maintenance projects that require bids
- \$50 to work with a home warranty company on a repair

MAINTENANCE VACANCY PREP

Up to 4 vendors \$350
5+ vendors \$500

- Oversight and organization of all vendors required to prepare the vacant home for a new renter
- Vendor follow up inspection and condition report

*please reference section 3.5 of the property management agreement