



## **Package #1 – Full hands off**

Find tenants (screening and showing) 50% of 1 month of gross income

- Advertise the property
- Screening applicants
- Contact applicant's references
- Applicant's credit analysis
- Lease drafting
- Making sure the property is ready for showing
- Meet with the potential tenants
- Give a full report on each potential tenant to the owners to help them to make the final decision

Management services % of gross income per month to be discussed based on the property

- 24/7 after hours emergency calls
- Service maintenance to handle any repairs 24/7 after hours emergency team (fees to be covered by the owner)
- Dealing with tenants
- Dealing with contractors (renovations)
- Dealing with contractor (services: grass, snow, cleaning etc)
- Provide report on jobs/renovations that will have to be done in the future (preventive maintenance advise to the owner)
- Takes care of the bookkeeping
- Pay all bills if/when necessary
- in-depth financial statements
- Annual inspections
- Automated annual increases (to be approved by owners)
- Return net revenue to owners after all bills are paid

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