

## Standard Property Management Fees

### 1. Leasing & Admin Fee: *One time per lease \$450.00*

- Covers property marketing, tenant screening, lease execution, and move-in coordination.

### 2. Monthly Management Fee: *10% of collected rent*

- Includes rent collection, financial reporting, tenant relations, and general property oversight.

### 3. Lease Renewal Fee: *\$150 per renewal*

- Covers lease extension negotiations, market rent assessment, and lease document execution.
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## Maintenance & Repair Fees

### 4. Maintenance Coordination Fee: *10% of invoice (for repairs exceeding \$1,500)*

- Applies to extensive repairs requiring multiple bids and contractor supervision.

### 5. Emergency Maintenance Handling Fee: *\$0.00*

- Covers after-hours coordination and urgent repair logistics.

### 6. Vendor Surcharge: *No markup on vendor invoices*

- All maintenance work is billed at cost, ensuring transparency.
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## Additional Service Fees

### 7. Eviction Processing Fee: *\$100.00 per case*

- Covers legal notices, court filings, and eviction coordination.

### 8. Property Inspection Fee: *\$0.00 per inspection*

- Includes move-in, move-out, and periodic inspections to assess property condition.

### 9. HOA Management Fee (if applicable): *\$0.00 per month*

- Covers handling HOA compliance, dues, and communications.

**10. Utility Management Fee: \$0.00 per month**

- Ensures tenants comply with utility transfer requirements and bill payments.
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## **Miscellaneous Fees**

**11. Returned Payment Fee: \$250 + \$50 (admin) per returned payment (Charged to tenant)**

- Applies to bounced checks or failed electronic payments.

**12. Lease Violation Handling Fee: \$0.00 per violation**

- Covers issuance of violation notices and enforcement actions.

**13. Advertising & Marketing Fee: \$250 (if applicable)**

- For premium property listings, professional photography, and enhanced marketing.
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## **Frequently Asked Questions**

**1. When are management fees deducted?**

All fees are deducted from collected rent before owner disbursement.

**2. Are there any hidden fees?**

No, all charges are clearly outlined in the management agreement for full transparency.

**3. Can I use my own vendors for maintenance?**

Yes, but they must be licensed, insured, and meet response timelines set forth in the management agreement.

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