

Diversified Management Southern

“The **Right** People, The **Right** Price, The **Right** Choice”

FEE STRUCTURE

Leasing Fee: \$500.00 PLUS GST includes the following:

- ❖ Electronic advertising
- ❖ Photos of the Property
- ❖ Pre-screening calls before showings are booked
- ❖ Preparing Offer to Lease
- ❖ Checking landlord references
- ❖ Confirming employment and salary
- ❖ Obtain credit report via Equifax
- ❖ Prepare lease agreement
- ❖ Obtain security deposit
- ❖ Complete move in/out inspection reports

Lease Renewal Fee: \$200.00 PLUS GST

Management Fee: 10% PLUS GST of Monthly rent includes the following:

- ❖ Collecting rents
- ❖ Follow up on delinquent rents
- ❖ Direct deposit of net proceeds by the 10th day next following month
- ❖ Co-ordinating repairs and maintenance on your behalf; added 10% surcharge on major renovations requested
- ❖ Delivery of monthly financial statements via email/mail

- ❖ Maintaining 24/7 emergency response system
- ❖ Property inspections bi-annually
- ❖ Filing and preparation of NR forms on behalf of non-resident owners
- ❖ Prepare annual budget statement on behalf of non-resident owners

WHAT WE WOULD REQUIRE:

- ✓ 3 sets of keys (2 for tenant, 1 for DMS)
- ✓ \$500.00 leasing fee up front
- ✓ Void cheque for Direct Deposit
- ✓ Copy of active home owner rental insurance policy with DMS as additional insured
- ✓ Condo By-laws/house rules
- ✓ Condo manager contract/email
- ✓ Condo undertaking documents for tenants
- ✓ Signed management agreement

TO FILL OUT OUR MANAGEMENT CONTRACT

- ✓ Full rental property address including postal code
- ✓ Your full exact spelling of names on title
- ✓ Your mailing address for any correspondence (local and/or abroad)

- ✓ All contact numbers/emails we can reach you at
- ✓ Emergency contact name, phone number, and relationship.

FOR FURTHER INFORMATION OR QUESTIONS

CONTACT: Tanya MacPherson, B.Sc., M.Sc. Licensed Property Manager

Phone: 403-230-7376 ext. 237

Cell: 403-703-0166

email: tmacpherson@divsouth.com

OR

Contact: Gordon Sieb, RPA
Broker and General Manager

Phone: 403-230-7376 ext. 223

Cell: 403-875-0569

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**DIVERSIFIED
MANAGEMENT
SOUTHERN**

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