



PROPERTY MANAGEMENT INFORMATION PACKAGE

ACCOUNTABLE. COMMITTED. EXPERIENCED.

JUSTIN HAVRE & ASSOCIATES



PROPERTY MANAGEMENT

UNFURNISHED MANAGEMENT PLAN

FURNISHED MANAGEMENT PLAN

LEASE ONLY

LEASE ONLY MANAGEMENT PLAN



UNFURNISHED

FURNISHED

LEASE ONLY



REAL PROPERTY MANAGEMENT ACE

403.816.2308

ace@realpropertymgt.ca

www.rpmace.ca



LEASING FEE

½ MONTH'S RENT VS. 1 MONTH'S RENT

FAMILY | FRIENDS | CLIENTS | REALTOR PARTNERS | REFERRALS



P R O P E R T Y M A N A G E M E N T

UNFURNISHED MANAGEMENT PLAN

FURNISHED MANAGEMENT PLAN

L E A S E O N L Y

LEASE ONLY MANAGEMENT PLAN





WWW.RPMACECALGARY.COM

WHO ARE WE?

CELEBRATING 5 YEARS

ACE | TEAM

WHAT DO WE DO?

MANAGEMENT PLANS

MANAGEMENT FEES

WHEN | THEN | NOW

WHERE | WE MANAGE | SERVICE

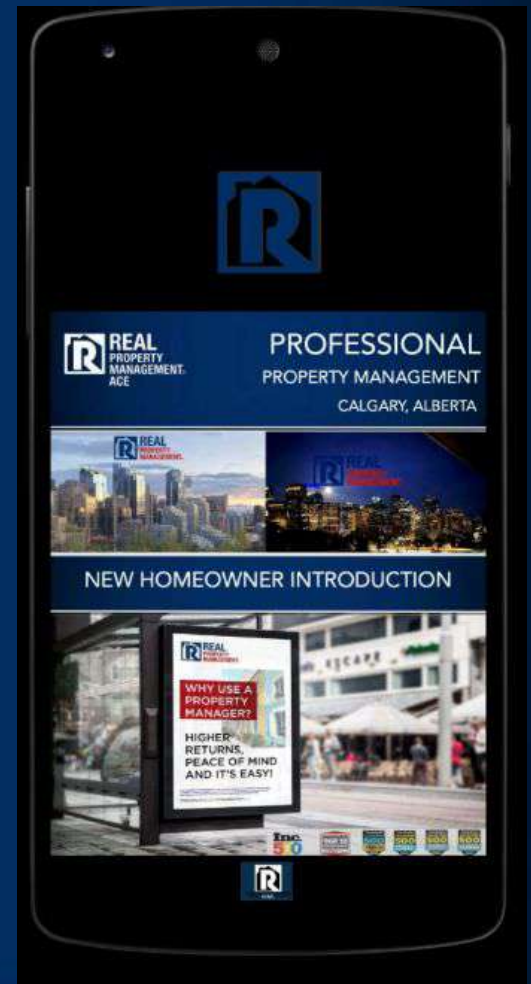
WHY

RESULTS | REVIEWS

HOW

AKACE

TO FURNISH OR NOT TO FURNISH?



WHO

WHAT

WHERE

WHEN

WHY

HOW



Property Management Asset Management



PROPERTY MANAGEMENT



Day to Day
Operation



Reactive and
Short-Term
Preventative
Maintenance



Small repairs
and renovations



Rent
Collection



Expense
Payment

ASSET MANAGEMENT



FULL-SPECTRUM MANAGEMENT SERVICES



PRICING

AT REAL PROPERTY MANAGEMENT, WE PRICE OUR PROPERTIES USING HISTORICAL DATA AND TRENDS IN THE AREA. WE WANT TO MAKE SURE THE PRICING IS FAIR FOR THE OWNER AND THE TENANT.



ADVERTISING

ALL THE PROPERTIES WE MANAGE ARE ADVERTISED ON A VARIETY OF PLATFORMS TO ENSURE LOW VACANCY RATES!



SCREENING

WE SCREEN ALL OUR POTENTIAL TENANTS TO MAKE SURE THEY ARE THE RIGHT FIT! WE WANT TO MAKE SURE WE GET THE RIGHT PERSON IN THE RIGHT PROPERTY!



SHOWING

WE SHOW ALL THE PROPERTIES WE MANAGE TO THE OWNER BECAUSE WE WANT TO MAKE SURE THEY ARE KEPT IN GREAT CONDITION AND TO BE PROACTIVE WITH ANY MAINTENANCE ISSUES!



INSPECTING

ALL THE PROPERTIES WE MANAGE ARE INSPECTED TO MAKE SURE THEY ARE KEPT IN GREAT CONDITION AND TO BE PROACTIVE WITH ANY MAINTENANCE ISSUES!



ACCOUNTING

SOME PEOPLE DON'T LOVE NUMBERS BUT WE ON THE OTHER HAND REALLY DO! WE HANDLE ALL THE ACCOUNTING AND PROVIDE OUR PROPERTY OWNERS WITH MONTHLY RENT DEPOSITS AND ACCURATE FINANCIALS!



REAL PROPERTY MANAGEMENT ACE
403.816.2308 ace@realpropertymgt.ca www.rpmace.ca

Broker: Real Property Management ACE | Independently Owned & Operated Brokerage & Franchise | Calgary AB

WHO WHAT WHERE WHEN WHY HOW



<p>PRICING</p> <p>AT REAL PROPERTY MANAGEMENT, WE PROVIDE OUR PROPERTY OWNERS WITH PROFESSIONAL DATA AND TRENDS IN THE AREA. WE WANT TO MAKE SURE THE PRICING IS HIGH FOR THE OWNER AND THE TENANT!</p>	<p>ADVERTISING</p> <p>ALL THE PROPERTIES WE MANAGE ARE ADVERTISED IN A VARIETY OF PLACES TO MAKE THE MOST OF YOUR INVESTMENT.</p>	<p>SCREENING</p> <p>WE SCREEN ALL OUR POTENTIAL TENANTS TO MAKE SURE THEY ARE ELIGIBLE AND WE WANT TO MAKE SURE WE GET THE BEST TENANTS FOR YOUR PROPERTY!</p>	<p>SHOWING</p> <p>WE SHOW ALL THE PROPERTIES WE MANAGE TO THE CURRENT LISTING'S TENANTS AND WANT TO MAKE SURE THEY GET THE BEST TENANTS FOR YOUR PROPERTY!</p>	<p>INSPECTING</p> <p>ALL THE PROPERTIES WE MANAGE ARE INSPECTED TO MAKE SURE THEY ARE IN GREAT CONDITION AND TO BE SURE THEY ARE MAINTAINED PROPERLY.</p>	<p>ACCOUNTING</p> <p>YOUR PEOPLE DON'T LOVE ACCOUNTS BUT WE DO! OUR GREAT PEOPLE BELIEVE YOU SHOULD GET THE ACCOUNTS AND PAYMENTS AND PROPERTY OWNERS WITH REALITY. ABOUT MONTHLY AND ANNUALLY STATEMENTS!</p>
--	--	---	---	--	---



REAL PROPERTY MANAGEMENT ACE
 403.816.2308 ace@realpropertymgt.ca www.rpmace.ca

Broker: Real Property Management ACE | Independently Owned & Operated Brokerage & Franchise | Calgary AB



RPM ACE PORTFOLIO

HOW MUCH IS PROPERTY MANAGEMENT?



P R O P E R T Y M A N A G E M E N T

UNFURNISHED MANAGEMENT PLAN

FURNISHED MANAGEMENT PLAN

L E A S E O N L Y

LEASE ONLY MANAGEMENT PLAN



WHO

WHAT

WHERE

WHEN

WHY

HOW



REAL PROPERTY MANAGEMENT ACE

403.816.2308 ace@realpropertymgt.ca www.rpmace.ca

Broker: Real Property Management ACE | Independently Owned & Operated Brokerage & Franchise | Calgary AB

LEASING VS. MANAGEMENT

LEASING

MANAGEMENT

FEE: ~~ONE (1)~~ ½ MONTH'S RENT

FEE: 10% GROSS RENT/MONTH

- ❑ LEASING SERVICES
 - ✓ MARKETING
 - ✓ ADVERTISING
 - ✓ LEASING REPORTS
 - ✓ MARKET RENT REPORTS
 - ✓ LEASING ACTIVITY REPORTS
- ❑ TENANT PLACEMENT
 - ✓ FIND TENANT
 - ✓ QUALIFY TENANT
 - ✓ SCREEN TENANT
 - ✓ SHOW TENANT
 - ✓ PRE-APPROVE APPLICATIONS
 - ✓ CHECK CREDIT|REFERENCES
- ❑ SECURE TENANT
 - ✓ LEASE NEGOTIATIONS|EXECUTION
 - ✓ COLLECT SECURITY DEPOSIT
 - ✓ TENANT MOVE-IN

- ❑ MANAGEMENT SERVICES
 - ✓ MONTHLY RENT COLLECTION
 - ✓ MONTHLY RENT DISBURSEMENT
- ❑ OWNER ONLINE PORTAL
 - ✓ MONTHLY OWNER STATEMENTS
 - ✓ MANAGEMENT|EXPENSE INVOICES
- ❑ MANAGE THE PROPERTY
 - ✓ PROPERTY HANDOVERS
 - ✓ PROPERTY INSPECTIONS
 - ✓ TENANT MOVE-IN
 - ✓ TENANT | MOVE-OUT
- ❑ MANAGE THE TENANT
 - ✓ TENANT RELATIONS | MEDIATION
 - ✓ TENANT RENEWAL| TERMINATION
- ❑ MANAGE MAINTENANCE | REPAIRS
 - ✓ OWNER MAINTENANCE UPDATES



FAMILY | FRIENDS | CLIENTS | REALTOR PARTNERS | REFERRALS

UNFURNISHED	FURNISHED	LEASE ONLY
<p>LEASING FEE</p> <ul style="list-style-type: none"> ❑ ONE (1) ½ MONTH'S RENT + GST ❑ FEE NEW TENANT 12 MONTH TERM ❑ MINIMUM FEE \$800 + GST <p>MANAGEMENT FEE MONTHLY</p> <ul style="list-style-type: none"> ❑ 10% of Gross Rent + GST ❑ Minimum Monthly Fee \$150 + GST 	<p>LEASING MANAGEMENT</p> <ul style="list-style-type: none"> ❑ 18 19% OF GROSS RENTS + GST ❑ INTEGRATED FEE LEASING MANAGEMENT ❑ MINIMUM FEE \$800 + GST ❑ SHORTER TERMS Terms Less than One Year Monthly Management Fee equal to 19% of gross rents collection ❑ ONE YEAR TERMS Leasing Fee of 1 Month's Rent with minimum of \$700 plus a monthly Management Fee equal to 10% of gross rents collection 	<p>LEASE ONLY FEE</p> <ul style="list-style-type: none"> ❑ ONE (1) MONTH'S RENT + GST ❑ LEASING FEE \$1500 + GST ❑ TENANT PLACEMENT ❑ MINIMUM FEE \$1600 + GST 



MANAGEMENT PLANS | COMPARISON

SERVICES	UNFURNISHED	FURNISHED	LEASE ONLY
<input type="checkbox"/> LEASING MARKETING	✓	✓	✓
<input type="checkbox"/> TENANT QUALIFYING TENANT SCREENING	✓	✓	✓
<input type="checkbox"/> PROPERTY VIEWING	✓	✓	✓
<input type="checkbox"/> TENANT DUE DILIGENCE CREDIT REFERENCE EMPLOYMENT	✓	✓	✓
<input type="checkbox"/> LEASE EXECUTION	✓	✓	✓
<input type="checkbox"/> SECURITY DAMAGE DEPOSIT COLLECTION	✓	✓	✓
<input type="checkbox"/> MONTHLY RENT COLLECTION	✓	✓	✓
<input type="checkbox"/> MONTHLY RENT DISBURSEMENT	✓	✓	✓
<input type="checkbox"/> MOVE -IN INSPECTION	✓	✓	✓
<input type="checkbox"/> MOVE-OUT INSPECTION	✓	✓	✓
<input type="checkbox"/> MAINTENANCE MANAGEMENT SUBJECT TO OWNER APPROVAL	✓	✓	✓
<input type="checkbox"/> TENANT MANAGEMENT	✓	✓	✓
<input type="checkbox"/> LEASE RENEWALS	✓	✓	✓
<input type="checkbox"/> REPLENISH INVENTORY SUPPLIES		✓	



SERVICE	DESCRIPTION	FEES
LEASING FEE	Find a Tenant	1/2 Month Rent (One Time per New Tenant)
MANAGEMENT FEE	Monthly Management	10%/MONTH (of Gross Rents)
LEASE ONLY	Find a tenant only; owner manages	1/2 1 MONTH'S RENT
MOVE-OUTS	(Tenant placed by RPM ACE)	\$350
MOVE-IN ONLY	Full Inspection Report	\$350
TENANT RENEWALS	(Tenant placed by RPM ACE)	\$295
TENANT MEDIATION/ NEGOTIATIONS	Tenant Mediation/Negotiations	\$88/hour
CLEANING/MOVING & MISCELLANEOUS	Additional charges if needed to remove tenant belongings, cleaning or repaired damages required.	\$35 - \$45/hour

- ✓ Initial Set-Up Fee: \$500 **WAIVED**
- ✓ Advertising Fee: \$50 **WAIVED**
- ✓ Credit Check: \$15
- ✓ Periodic Inspection Fee: \$80 **WAIVED**
- ✓ Lease Renewal Fees: \$295
- ✓ Property Manager / Maintenance Call out Fee: \$45 per hour
- ✓ Property Manager Emergency Service Call: \$75 per hour
- ✓ 50% of late fees collected if the tenant pays rent late. Late fees are set by regulations.
- ✓ General Maintenance: Vendor Costs + 10%
- ✓ Major Renovation or Special Projects: to be discussed on a case by case basis

ALL ADDITIONAL FEES ARE
SUBJECT TO OWNER'S APPROVAL



FAMILY | FRIENDS | CLIENTS | REALTOR PARTNERS | REFERRALS

1/2 MONTH'S RENT + 10% MONTHLY MANAGEMENT FEE

MONTHLY RENT SCENARIO	\$1,500	\$1,600	\$1,700	\$1,800	\$1,900	\$2,000	\$2,100	\$2,200	\$2,300
LEASING FEE EACH NEW TENANT (1/2 MONTH'S RENT)	\$750	\$800	\$850	\$900	\$950	\$1,000	\$1,050	\$1,100	\$1,150
10% MONTHLY MANAGEMENT FEE (MINIMUM \$150 PER MONTH)	\$150	\$160	\$170	\$180	\$190	\$200	\$210	\$220	\$230
TOTAL ANNUAL FEE (BEFORE GST)	\$2,550	\$2,720	\$2,890	\$3,060	\$3,230	\$3,400	\$3,570	\$3,740	\$3,910
ANNUAL AMOUNT AFTER FEE DEDUCTION*	\$15,450	\$16,480	\$17,510	\$18,540	\$19,570	\$20,600	\$21,630	\$22,660	\$23,690
MONTHLY AMOUNT AFTER FEE DEDUCTION*	\$1,288	\$1,373	\$1,459	\$1,545	\$1,631	\$1,717	\$1,803	\$1,888	\$1,974

*OWNER'S NEED TO FACTOR IN: GST OF MANAGEMENT FEES, PROPERTY TAXES, UTILITIES, CONDO FEES & OTHER OWNER EXPENSES

HOW MUCH IS PROPERTY MANAGEMENT?

UNFURNISHED

FURNISHED

LEASE ONLY



1 MONTH'S RENT + 10% MONTHLY MANAGEMENT FEE

MONTHLY RENT SCENARIO	\$1,500	\$1,600	\$1,700	\$1,800	\$1,900	\$2,000	\$2,100	\$2,200	\$2,300
LEASING FEE									
EACH NEW TENANT (1 MONTH'S RENT)	\$1,500	\$1,600	\$1,700	\$1,800	\$1,900	\$2,000	\$2,100	\$2,200	\$2,300
10% MONTHLY MANAGEMENT FEE (MINIMUM \$150 PER MONTH)	\$150	\$160	\$170	\$180	\$190	\$200	\$210	\$220	\$230
TOTAL ANNUAL FEE (BEFORE GST)	\$3,300	\$3,520	\$3,740	\$3,960	\$4,180	\$4,400	\$4,620	\$4,840	\$5,060
ANNUAL AMOUNT AFTER FEE DEDUCTION*	\$14,700	\$15,680	\$16,660	\$17,640	\$18,620	\$19,600	\$20,580	\$21,560	\$22,540
MONTHLY AMOUNT AFTER FEE DEDUCTION*	\$1,225	\$1,307	\$1,388	\$1,470	\$1,552	\$1,633	\$1,715	\$1,797	\$1,878

*OWNER'S NEED TO FACTOR IN: GST OF MANAGEMENT FEES, PROPERTY TAXES, UTILITIES, CONDO FEES & OTHER OWNER EXPENSES

SAVINGS

1/2 MONTH'S RENT + 10% MONTHLY MANAGEMENT FEE

MONTHLY RENT SCENARIO	\$1,500	\$1,600	\$1,700	\$1,800	\$1,900	\$2,000	\$2,100	\$2,200	\$2,300
LEASING FEE									
EACH NEW TENANT (1 MONTH'S RENT)	\$750	\$800	\$850	\$900	\$950	\$1,000	\$1,050	\$1,100	\$1,150
10% MONTHLY MANAGEMENT FEE (MINIMUM \$150 PER MONTH)	\$150	\$160	\$170	\$180	\$190	\$200	\$210	\$220	\$230
TOTAL ANNUAL FEE (BEFORE GST)	\$2,550	\$2,720	\$2,890	\$3,060	\$3,230	\$3,400	\$3,570	\$3,740	\$3,910
ANNUAL AMOUNT AFTER FEE DEDUCTION*	\$15,450	\$16,480	\$17,510	\$18,540	\$19,570	\$20,600	\$21,630	\$22,660	\$23,690
MONTHLY AMOUNT AFTER FEE DEDUCTION*	\$1,288	\$1,373	\$1,459	\$1,545	\$1,631	\$1,717	\$1,803	\$1,888	\$1,974

*OWNER'S NEED TO FACTOR IN: GST OF MANAGEMENT FEES, PROPERTY TAXES, UTILITIES, CONDO FEES & OTHER OWNER EXPENSES



UNFURNISHED

WHO

WHAT

WHERE

WHEN

WHY

HOW

UNFURNISHED | RENTAL PLAN

- ❑ 1/2 MONTH LEASING FEE
- ❑ + 10% MANAGEMENT FEE
- ❑ FEES BASED ON A ONE YEAR TERM
- ❑ MINIMUM RENTAL AMOUNT APPLIES

Unfurnished leases are traditionally 1 year and offers owners stability for their rentals.

RPM SERVICES

- ❑ MARKETING & LEASING
- ❑ MOVE-IN/OUT INSPECTIONS
- ❑ RENT COLLECTION
- ❑ MAINTENANCE COORDINATION
- ❑ ONLINE PORTAL ACCESS
- ❑ 24/7 EMERGENCY RESPONSE
- ❑ PROPERTY BOOKKEEPING
- ❑ PROPERTY ACCOUNTING
- ❑ YEAR-END INCOME REPORTS
- ❑ YEAR-END EXPENSE REPORTS

UNFURNISHED	1 MONTH'S RENT + 10% MONTHLY MANAGEMENT FEE								
Monthly Rent Scenario	1500	1600	1700	1800	1900	2000	2100	2200	2300
Leasing Fee Each New Tenant (1 Month's Rent)	1500	1600	1700	1800	1900	2000	2100	2200	2300
10% Monthly Management Fee Monthly Minimum Applies	150	160	170	180	190	200	210	220	230
TOTAL Annual Fee	\$3,300	\$3,520	\$3,740	\$3,960	\$4,180	\$4,400	\$4,620	\$4,840	\$5,060
Annual Amount After Fee Deduction*	\$14,700	\$15,680	\$16,660	\$17,640	\$18,620	\$19,600	\$20,580	\$21,560	\$22,540
Monthly Amount After Fee Deduction*	\$1,225	\$1,307	\$1,388	\$1,470	\$1,552	\$1,633	\$1,715	\$1,797	\$1,878

*Owner's Carry Costs such as Property Taxes, Utilities, Condo Fees & Other Owner Expenses not included in the Monthly Rental Scenario comparison.





UNFURNISHED 1/2 HALF MONTH'S RENT

UNFURNISHED	1/2 MONTH'S RENT + 10% MONTHLY MANAGEMENT FEE								
Monthly Rent Scenario	1500	1600	1700	1800	1900	2000	2100	2200	2300
Leasing Fee Each New Tenant (1/2 Month's Rent)	750	800	850	900	950	1000	1050	1100	1150
10% Monthly Management Fee	150	160	170	180	190	200	210	220	230
TOTAL Annual Fee	\$2,550	\$2,720	\$2,890	\$3,060	\$3,230	\$3,400	\$3,570	\$3,740	\$3,910
Annual Amount After Fee Deduction*	\$15,450	\$16,480	\$17,510	\$18,540	\$19,570	\$20,600	\$21,630	\$22,660	\$23,690
Monthly Amount After Fee Deduction*	\$1,288	\$1,373	\$1,459	\$1,545	\$1,631	\$1,717	\$1,803	\$1,888	\$1,974

*Owner's Carry Costs such as Property Taxes, Utilities, Condo Fees & Other Owner Expenses not included in the Monthly Rental Scenario comparison.

UNFURNISHED	1/2 MONTH'S RENT + 10% MONTHLY MANAGEMENT FEE								
Monthly Rent Scenario	2400	2500	2600	2700	2800	2900	3000	3100	3200
Leasing Fee Each New Tenant (1/2 Month's Rent)	1200	1250	1300	1350	1400	1450	1500	1550	1600
10% Monthly Management Fee Minimum Fee Applies	240	250	260	270	280	290	300	310	320
TOTAL Annual Fee	\$4,080	\$4,250	\$4,420	\$4,590	\$4,760	\$4,930	\$5,100	\$5,270	\$5,440
Annual Amount After Fee Deduction*	\$24,720	\$25,750	\$26,780	\$27,810	\$28,840	\$29,870	\$30,900	\$31,930	\$32,960
Monthly Amount After Fee Deduction*	\$2,060	\$2,146	\$2,232	\$2,318	\$2,403	\$2,489	\$2,575	\$2,661	\$2,747

*Owner's Carry Costs such as Property Taxes, Utilities, Condo Fees & Other Owner Expenses not included in the Monthly Rental Scenario comparison.

UNFURNISHED	1/2 MONTH'S RENT + 10% MONTHLY MANAGEMENT FEE								
Monthly Rent Scenario	3300	3400	3500	3600	3700	3800	3900	4000	4100
Leasing Fee Each New Tenant (1/2 Month's Rent)	1650	1700	1750	1800	1850	1900	1950	2000	2050
10% Monthly Management Fee Minimum Fee Applies	330	340	350	360	370	380	390	400	410
TOTAL Annual Fee	\$5,610	\$5,780	\$5,950	\$6,120	\$6,290	\$6,460	\$6,630	\$6,800	\$6,970
Annual Amount After Fee Deduction*	\$33,990	\$35,020	\$36,050	\$37,080	\$38,110	\$39,140	\$40,170	\$41,200	\$42,230
Monthly Amount After Fee Deduction*	\$2,833	\$2,918	\$3,004	\$3,090	\$3,176	\$3,262	\$3,348	\$3,433	\$3,519

*Owner's Carry Costs such as Property Taxes, Utilities, Condo Fees & Other Owner Expenses not included in the Monthly Rental Scenario comparison.

FURNISHED

WHO

WHAT

WHERE

WHEN

WHY

HOW

FURNISHED

FURNISHED RENTAL PLAN

**No Leasing Fee
+ 19% Management Fee**

RPM Services

- ✓ Marketing & Leasing
- ✓ Move-In/Out Inspections
- ✓ Rent collection
- ✓ Maintenance Coordination
- ✓ Online Portal Access
- ✓ 24/7 Emergency Response
- ✓ Bookkeeping & Property Accounting
- ✓ Year-End Income / Expense Reports

plus

- ✓ Move-In/Out Cleaning Service
- ✓ Replenish Supplies at Cost

Owner shall pay a management fee equal to 19% of gross rents collection

Fully furnished short-term leases based on the demand of professionals coming into Calgary for undetermined length of stays (Most under 1 year lease term)

- 19% of monthly gross rent
- Laundry linens and towels after each move out
- Monthly report and monthly payout
- Restocking all supplies as needed with receipts and update to owners

Fully Furnished Tenants can often start with terms as short as month-to-month, 3 or 6 months and continue month-to-month. Some of our short-term Tenants have been with us for as long as two years.

Short Terms are ideal for times of uncertainty, as "LIFE HAPPENS"

FURNISHED PLAN (19% Management Fee) Integrated Leasing & Management Fees

Monthly Rent Scenario	1800	1900	2000	2100	2200
19% Monthly Management Fee (Minimum \$125 per month)	342	361	380	399	418
TOTAL Annual Fee	\$4,104	\$4,332	\$4,560	\$4,788	\$5,016
After Fee Deduction	\$17,496	\$18,468	\$19,440	\$20,412	\$21,384
After Fee Deduction	\$1,458	\$1,539	\$1,620	\$1,701	\$1,782



TO FURNISH OR NOT TO FURNISH?



UNFURNISHED VS. FURNISHED FEE STRUCTURE COMPARISON \$2400-3200 RENTAL SCENARIO

Monthly Rent Scenario	1/2 MONTH'S RENT + 10% MONTHLY MANAGEMENT FEE									
	2400	2500	2600	2700	2800	2900	3000	3100	3200	
Leasing Fee for Each New Tenant (1 Month's Rent)	1200	1250	1300	1350	1400	1450	1500	1550	1600	
10% Monthly Management Fee	240	250	260	270	280	290	300	310	320	
*Minimum										
TOTAL Annual Fee	\$4,080	\$4,250	\$4,420	\$4,590	\$4,760	\$4,930	\$5,100	\$5,270	\$5,440	
Annual Amount After Fee Deduction*	\$24,720	\$25,750	\$26,780	\$27,810	\$28,840	\$29,870	\$30,900	\$31,930	\$32,960	
Monthly Amount After Fee Deduction*	\$2,060	\$2,146	\$2,232	\$2,318	\$2,403	\$2,489	\$2,575	\$2,661	\$2,747	

*Owner's Carry Costs such as Property Taxes, Utilities, Condo Fees & Other Owner Expenses not included in the Monthly Rental Scenario assumptions.

FURNISHED MANAGEMENT PLAN

FURNISHED RENTALS PORTFOLIO

FURNISHED AT WATERFRONT

WORKING WITH EXECUTIVES: CREATING YOUR HOME AWAY FROM HOME



KITCHEN

- Toaster
- Microwave
- Coffee Maker
- Electric Kettle
- Tea Pot
- Garbage Can
- Oven Mitts
- Pots Set
 - Large pot with lid
 - Medium pot with lid
 - Small pot with lid
- Frying Pan Set
 - Large pan
 - Medium pan
 - Small pan
- Cutting Board
- Strainer
- Optional *but* Guests Love:
 - Baking Pan
 - Blender
 - Mixing Bowls
 - Measuring Cup
 - Measuring Spoons
 - Grater
 - Whisk



WORKING WITH EXECUTIVES: CREATING YOUR HOME AWAY FROM HOME



Real Property Management
ACE
Achieve
Client Confidence
Expertise & Excellence.

Fully Furnished Checklist

ENTRANCE/FOYER

- Shoe/Door Mat
- Optional *but* Guests Love:
 - Entrance Console Table
 - Storage Bench to put things like umbrellas, hats and/or to sit to put on shoes
 - Small mirror



LIVING ROOM

- Couch and/or Pull-Out Bed
- Chaise (if space allows)
- Coffee Table
- 2 Table Lamps
- 2 Side/End Tables
- 1 Floor Lamps
- TV
- TV Stand
- Decorative Rug
- 3-4 Decorative
- Throw/Blanket
- 1 large nice painting above couch
- Clock - adds accent, decor and functionality
- Faux decorative plants

DINING ROOM

- Dining Table
- Table Mats - Protects and adds a great decorative touch
- Chairs 4 Chairs
- Bar stools - if there's a breakfast bar or island
- 1 large nice painting above dining table



REAL PROPERTY MANAGEMENT ACE
403.816.2308 ace@realpropertymgt.ca www.rpmace.ca

Broker: Real Property Management ACE | Independently Owned & Operated Brokerage & Franchise | Calgary AB



ACCOUNTABLE. COMMITTED. EXPERIENCED.

FURNISHED

LEASING | PROPERTY MANAGEMENT FEES

18% FAMILY | FRIENDS | CLIENTS
REALTOR PARTNERS | REFERRAL

FURNISHED 19% MONTHLY MANAGEMENT FEE (NO LEASING FEE)

Monthly Rent Scenario	1500	1600	1700	1800	1900	2000	2100	2200	2300
Leasing Fee Each New Tenant									
19% Monthly Management Fee Monthly Minimum Applies	285	304	323	342	361	380	399	418	437
TOTAL Annual Fee	\$3,420	\$3,648	\$3,876	\$4,104	\$4,332	\$4,560	\$4,788	\$5,016	\$5,244
Annual Amount After Fee Deduction*	\$14,580	\$15,552	\$16,524	\$17,496	\$18,468	\$19,440	\$20,412	\$21,384	\$22,356
Monthly Amount After Fee Deduction*	\$1,215	\$1,296	\$1,377	\$1,458	\$1,539	\$1,620	\$1,701	\$1,782	\$1,863

FURNISHED 19% MONTHLY MANAGEMENT FEE (NO LEASING FEE)

Monthly Rent Scenario	2400	2500	2600	2700	2800	2900	3000	3100	3200
Leasing Fee Each New Tenant									
19% Monthly Management Fee Monthly Minimum Applies	456	475	494	513	532	551	570	589	608
TOTAL Annual Fee	\$5,472	\$5,700	\$5,928	\$6,156	\$6,384	\$6,612	\$6,840	\$7,068	\$7,296
Annual Amount After Fee Deduction*	\$23,328	\$24,300	\$25,272	\$26,244	\$27,216	\$28,188	\$29,160	\$30,132	\$31,104
Monthly Amount After Fee Deduction*	\$1,944	\$2,025	\$2,106	\$2,187	\$2,268	\$2,349	\$2,430	\$2,511	\$2,592

FURNISHED 19% MONTHLY MANAGEMENT FEE (NO LEASING FEE)

Monthly Rent Scenario	3300	3400	3500	3600	3700	3800	3900	4000	4100
Leasing Fee Each New Tenant									
19% Monthly Management Fee Monthly Minimum Applies	627	646	665	684	703	722	741	760	779
TOTAL Annual Fee	\$7,524	\$7,752	\$7,980	\$8,208	\$8,436	\$8,664	\$8,892	\$9,120	\$9,348
Annual Amount After Fee Deduction*	\$32,076	\$33,048	\$34,020	\$34,992	\$35,964	\$36,936	\$37,908	\$38,880	\$39,852
Monthly Amount After Fee Deduction*	\$2,673	\$2,754	\$2,835	\$2,916	\$2,997	\$3,078	\$3,159	\$3,240	\$3,321

*Owner's Carry Costs such as Property Taxes, Utilities, Condo Fees & Other Owner Expenses not included in the Monthly Rental Scenario comparison.

LEASE ONLY

WHO

WHAT

WHERE

WHEN

WHY

HOW

PRICING

AT REAL PROPERTY MANAGEMENT, WE PRICE OUR PROPERTIES USING HISTORICAL DATA AND TRENDS IN THE AREA. WE WANT TO MAKE SURE THE PRICING IS FAIR FOR THE OWNER AND THE TENANT!



ADVERTISING

ALL THE PROPERTIES WE MANAGE ARE ADVERTISED ON A VARIETY OF PLATFORMS TO ENSURE LOW VACANCY RATES!



SHOWING

WE SHOW ALL THE PROPERTIES WE MANAGE SO THE OWNER DOESN'T HAVE TO!! WE WANT OUR TENANTS TO BE HAPPY AND IT IS A GREAT OPPORTUNITY TO GET TO KNOW THEM BETTER!



SCREENING

WE SCREEN ALL OUR POTENTIAL TENANTS TO MAKE SURE THEY ARE THE RIGHT FIT! WE WANT TO MAKE SURE WE GET THE RIGHT PERSON IN THE RIGHT PROPERTY!



LEASE ONLY SERVICE

WE FIND & SECURE THE TENANT
YOU MANAGE YOURSELF

- ❑ Conduct rent comparable report and recommend a competitive rent rate
- ❑ Provide a property evaluation and make a necessary rent-ready recommendation
- ❑ Market and advertise the property on national
- ❑ Deals with all the emails, phone calls and text messages, inquiries and questions
- ❑ Distinguish your property amongst the competitive properties competing for quality tenants at the same time. Social media, digital and web marketing reaches a much larger mass of targeted audience and networks for maximum exposure.
- ❑ Filter out quality prospects
- ❑ Manage rental inquiries and conduct property showing to prospective applicants
- ❑ Show your property professionally to ensure you stand out above the rest.
- ❑ Provide weekly rental inquiry report/leasing updates until property is rented
- ❑ Provide online application processing platform
- ❑ Perform tenant screening (Credit/Rental History & Employment Verification)



- ❑ MARKET EXPERTISE: Market expertise & knowledge with market rental rates; and knowledge of Tenant & Landlord legislation.
- ❑ MINIMAL VACANCY RATES: Professional networking and marketing attract the right tenants much quicker with our national franchise advertising network.
- ❑ STRICT TENANT SCREENING | PLACEMENT: Expertise and experience with track record of quality tenants.

WHAT DOES LEASING ONLY INCLUDE:

- | | |
|-----------------------|-------------------------------|
| ❑ MARKETING | ❑ SHOW TENANT |
| ❑ ADVERTISING | ❑ SCREEN TENANT |
| ❑ NATIONAL EXPOSURE | ❑ SECURE TENANT |
| ❑ LEASING UPDATES | ❑ VERIFY REFERENCES/CREDIT |
| ❑ MARKET RENT UPDATES | ❑ SECURITY DEPOSIT COLLECTION |
| ❑ LEASE RENEWALS | ❑ LEASE AGREEMENT EXECUTED |
| ❑ TENANT NEGOTIATIONS | ❑ MOVE-IN INSPECTION REPORT |

HOW MUCH DOES IT COST? | TENANT PLACEMENT

- | | |
|--|-----------------------------------|
| LEASING FEE | ❑ LEASE ONLY MANAGEMENT PLAN |
| ONE (1) HALF (½) MONTH'S RENT | ❑ LEASE ONLY MANAGEMENT AGREEMENT |

ONE MONTH'S RENT | LEASING FEE ONLY ("Finder's Fee")

MONTHLY RENT SCENARIO	\$1,500	\$1,600	\$1,700	\$1,800	\$1,900	\$2,000	\$2,100	\$2,200	\$2,300
LEASING FEE EACH NEW TENANT	\$1,500	\$1,600	\$1,700	\$1,800	\$1,900	\$2,000	\$2,100	\$2,200	\$2,300

1/2 MONTH'S RENT + 10% MONTHLY MANAGEMENT FEE

MONTHLY RENT SCENARIO	\$1,500	\$1,600	\$1,700	\$1,800	\$1,900	\$2,000	\$2,100	\$2,200	\$2,300
LEASING FEE EACH NEW TENANT (1/2 MONTH'S RENT)	\$750	\$800	\$850	\$900	\$950	\$1,000	\$1,050	\$1,100	\$1,150
10% MONTHLY MANAGEMENT FEE (MINIMUM \$150 PER MONTH)	\$150	\$160	\$170	\$180	\$190	\$200	\$210	\$220	\$230
TOTAL ANNUAL FEE (BEFORE GST)	\$2,550	\$2,720	\$2,890	\$3,060	\$3,230	\$3,400	\$3,570	\$3,740	\$3,910
ANNUAL AMOUNT AFTER FEE DEDUCTION*	\$15,450	\$16,480	\$17,510	\$18,540	\$19,570	\$20,600	\$21,630	\$22,660	\$23,690
MONTHLY AMOUNT AFTER FEE DEDUCTION*	\$1,288	\$1,373	\$1,459	\$1,545	\$1,631	\$1,717	\$1,803	\$1,888	\$1,974

*OWNER'S NEED TO FACTOR IN: GST OF MANAGEMENT FEES, PROPERTY TAXES, UTILITIES, CONDO FEES & OTHER OWNER EXPENSES

LEASING ONLY VS. MANAGEMENT PLAN

TOTAL ANNUAL FEE (BEFORE GST)	\$2,550	\$2,720	\$2,890	\$3,060	\$3,230	\$3,400	\$3,570	\$3,740	\$3,910
LEASING FEE EACH NEW TENANT (1 MONTH'S RENT)	\$1,500	\$1,600	\$1,700	\$1,800	\$1,900	\$2,000	\$2,100	\$2,200	\$2,300
ANNUAL FEE DIFFERENCE	\$1,050	\$1,120	\$1,190	\$1,260	\$1,330	\$1,400	\$1,470	\$1,540	\$1,610
ANNUAL FEE DIFFERENCE / 12 MONTHS	\$88	\$93	\$99	\$105	\$111	\$117	\$123	\$128	\$134

WHO

WHAT

WHERE

WHEN

WHY

HOW

ACCOUNTABLE. COMMITTED. EXPERIENCED.

HOW IS RENT COLLECTED?

- ❑ RENT | MONTHLY RENT COLLECTION
 - ✓ RENTS EFT
- (ELECTRONIC FUNDS TRANSFER) DIRECTLY INTO OWNER'S BANK ACCOUNT

WHEN | HOW IS RENT PAID OUT ?

- ❑ RENT DISBURSEMENT
- ✓ MONTHLY OWNER RENT PAYOUTS
- ✓ RENTS DISBURSED 15TH OF EVERY MONTH

WHAT CAN I EXPECT FOR THE FIRST MONTH PAYOUT?

- ❑ FIRST MONTHS' RENT
- ✓ LEASING FEE DEDUCTED
- ✓ MANAGEMENT FEE APPLIES TOWARDS
- ✓ RESERVE FUND HOLDBACK \$250.00

HELD IN TRUST ACCOUNT FOR OWNER IN THE EVENT OF EMERGENCIES. RETURNED BACK TO OWNER AT END OF MANAGEMENT TERM IF RESERVE FUND IF NOT USED.

HOW DO I GET STATEMENTS FOR TAX FILING?

- ❑ OWNER ONLINE PORTAL ACCESS
- ❑ ✓ ACCOUNTING BOOKKEEPING
- ❑ ✓ REPORTS | STATEMENTS | INVOICES
- ❑ ✓ YEAR-END INCOME / EXPENSE
- ❑ ✓ MAINTENANCE TRACKING
- ❑ ✓ LEASE DOCUMENTS
- ❑ ✓ PROPERTY HANDOVERS
- ❑ ✓ MOVE-IN/OUT INSPECTIONS
- ❑ ✓ PROPERTY INSPECTION | VISITS

HOW DO TENANTS REPORT EMERGENCIES?

24/7 AFTER HOURS

EMERGENCY 587.324.2238

- ❑ *MONITORED CLOSELY BY OUR TEAM WITH QUICK RESPONSE TIME ACCORDING TO URGENCY | PRIORITY SEQUENCE.*

PRICING

AT REAL PROPERTY MANAGEMENT, WE PRICED OUR PROPERTIES USING HISTORICAL DATA AND TRENDS IN THE AREA. WE WANT TO MAKE SURE YOU'RE GETTING THE MOST FOR YOUR DOLLAR.



ADVERTISING

ALL THE PROPERTIES WE MANAGE ARE ADVERTISED IN A VARIETY OF PLACES TO MAKE SURE YOU'RE GETTING THE MOST FOR YOUR DOLLAR.



SCREENING

WE SCREEN ALL NEW POTENTIAL TENANTS TO MAKE SURE THEY ARE THE RIGHT FIT FOR YOUR PROPERTY. WE DON'T WANT ANY PROBLEMS IN THE FIRST PLACE.



SHOWING

WE SHOW ALL THE PROPERTIES WE MANAGE TO MAKE SURE THEY ARE THE RIGHT FIT FOR YOUR PROPERTY. WE DON'T WANT ANY PROBLEMS IN THE FIRST PLACE.



INSPECTING

ALL THE PROPERTIES WE MANAGE ARE INSPECTED TO MAKE SURE THEY ARE THE RIGHT FIT FOR YOUR PROPERTY. WE DON'T WANT ANY PROBLEMS IN THE FIRST PLACE.



ACCOUNTING

YOUR PROPERTIES DON'T HAVE ACCOUNTS BUT WE CAN HELP YOU SET UP YOURS. WE'LL HANDLE ALL THE ACCOUNTING AND REPORTING FOR YOUR PROPERTIES. WE'LL MAKE SURE YOU'RE GETTING THE MOST FOR YOUR DOLLAR.



REAL PROPERTY MANAGEMENT ACE
403.816.2308 ace@realpropertymgt.ca www.rpmace.ca

Broker: Real Property Management ACE | Independently Owned & Operated Brokerage & Franchise | Calgary AB



WHAT IS THE DIFFERENCE? REAL PROPERTY MANAGEMENT

ACCOUNTABLE. COMMITTED. EXPERIENCED.



We Offer:

**Full Service
Property
Management
Services**

&

**Leasing Only
Services**

403.816.2308

www.rpmace.ca

Backed by a nationwide company with over 30 years of property management experience	✓
Over 270 independently owned and operated locations nationwide	✓
Largest local Property Management organization in the country	✓
Ranked #1 in property management	✓
Recognized in Inc® and Entrepreneur® Magazine for top performance	✓
Market evaluation to help you determine rental price	✓
Personal leasing agent assigned to every property	✓
Vacancies advertised on over 100 sites free of charge	✓
Timely showings for all properties	✓
Weekly property status updates for all vacant properties	✓
Credit, criminal, rental history, employment & eviction screening	✓
Renters insurance required from all tenants	✓
Carpet cleaning required from all tenants before move-out	✓
Eviction Protection GUARANTEE, if chosen, where we pay for eviction	✓
Guarantee Programs when chosen	✓
Online payment options for tenants	✓
Direct deposit of owner funds	✓
Monthly emailed profit and loss statements	✓
Uploading of all financial data including receipts and invoices	✓
24/7 Online access to all leases, documents, receipts and invoices	✓
Year end accounting provided	✓
Interior and exterior inspections schedules	✓
Inspection reports with pictures provided	✓
Asset inventory on every property	✓
24/7 on call emergency maintenance service	✓
Notification for all maintenance items	✓
Maintenance approval required for all work over an amount you set	✓
Online maintenance requests and approvals	✓

Taking Property Management to a New Level of Professionalism



Ask



ACE

WHAT CAN I EXPENSES CAN I WRITE OFF FOR MY RENTAL PROPERTY?

Rental Property Tax Deductions In Canada



Government of Canada <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/rental-income>

You can deduct any reasonable expenses you incur to earn rental income. The following is a list of expenses related to property management that are deductible.

Advertising: You can usually deduct expenses for advertising

Insurance: You can deduct the premiums you pay on your rental property for the current year.

Management & Professional fees (includes legal and accounting fees):

You can deduct the amounts paid to a company to manage your property. You can also deduct amounts paid or payable to agents for collecting rents, finding new tenants, and legal services to prepare leases or collect overdue rents.

Repairs and maintenance: You can deduct the cost of labour and materials for any minor repairs or maintenance done to property you use to earn income. You **cannot** deduct the value of your own labour.

Property taxes: You can deduct property taxes you incurred for your rental property for the period it was available for rent.

Utilities: You can deduct expenses for utilities, such as gas, electricity, water, and cable, if your rental arrangement specifies that you pay for the utilities of your rental space or units.

Accounting Fees: You can also deduct expenses you had for bookkeeping services, audits of your records, and preparing financial statements. You may be able to deduct fees and expenses for advice and help to prepare your income tax and benefit return and any related information returns. You can deduct these fees if you needed the help because of your rental operation.

Condominium fees

If you earn rental income from a condominium unit, you can deduct the expenses that you would usually deduct from rental income. You can also deduct condominium fees that represent your share of the upkeep, repairs and, maintenance. **CONSULT YOUR PROFESSIONAL TAX ACCOUNTANT!**

DID YOU KNOW?



REAL
PROPERTY
MANAGEMENT
ACE

REAL PROPERTY MANAGEMENT ACE

403.816.2308

ace@realpropertymgt.ca

www.rpmace.ca

WHY RPMACECALGARY

R
#WHY
#RPMACE
#RPMACECALGARY



TENANT SATISFACTION

TENANT SATISFACTION

Romania's Level of:

- Integrity
- Honesty
- Professionalism
- Response time
- Communication
- Genuine care for her Residents

Romania:

- Placed my/our interests in the highest regard
- Honoured her commitments to me/us
- Responded to all my/our calls promptly
- Dealt with our issues like her own

Service Satisfaction Level: ★★★★★

Romania knows her real estate and chose parties in what she does. With her Team, they exceeded our expectations in working with property management and real estate agents before. After working with Romania, she will go above and beyond to assist. I trust and would recommend Romania and her company to my Team, Family or Friends and know they will be in good hand because she is genuine, honest, and cares about what is best for the client rather than getting a property rented or sold. *Darryl Geller*



HAPPY TENANTS

RPM ACE STAR REVIEWS

Reviews are obviously great for the resident of new tenants, but what we wanted to realize is that tenants actually take their own initiative to write reviews. If you think about it, reviewers don't bother to write unless they are happy but they will often make the effort when they are not happy and satisfied with a service or product. Our team works diligently to make everyone happy but that is ultimately responsible. I am very proud to say that we have never had a negative review about tenants who are happy with the service we provide. When a tenant is unhappy with an issue related to the property itself, our team makes every possible effort in working with Owners to resolve the issues for the tenants.

RPM ACE 2021 Goal is to continually assist Tenants and Owners for various concerns at the same time, our team is striving to the next standard of having the most professional and prompt. The screening and our alignment of approving new tenants is the part of being a landlord that Owners usually dread.

With the careful management of the property can be seen when a property has no issues in a perfect scenario, but the problems in the long run might be the most part of property management. The ongoing management process is really an insurance policy that you and monthly payments on rent there is an accident, we make that there is insurance. The "Peace of Mind" you get from having the most regular management, it especially the same concept with those in service. There is a substantial benefit to having a property management to deal with all the work and hassles of owning.

The best complaint we can receive are referrals, it is with great satisfaction when Owners refer their friends and family and tenants tell us that they have shared with other tenants who lived for us in the same building. We also share our property that we are marketing and leasing because they read our reviews and after personally getting to know us during a meeting, they sense that we are the property managers they want to manage their leasing. Tenants like them have rented all their lease and come with a bad week in their month from previous property management companies. The feedback we have received over and over is that our team goes above and beyond the call of duty.

Romania's Level of:

- Integrity
- Honesty
- Professionalism
- Response time
- Communication
- Genuine care for her Residents



Romania:

- Placed my/our interests in the highest regard
- Honoured her commitments to me/us
- Responded to all my/our calls promptly
- Dealt with our issues like her own



Would you rent from Romania again?

Comments: Absolutely

Would you use Romania's services for property management if you were an Owner?

Comments: The Only person I would even consider

Service Satisfaction Level:



Thank you for being our Resident and taking care of our property!

Your feedback is extremely important! A few personal words regarding your experience with Romania and your experience with her as our Landlord. Your time is appreciated!

PROPERTY ADDRESS: 520 37 street NW

Immediate Attention , Genuine Care, Honest, Professional, Looks out for her tenants

Romania strikes the perfect balance of looking out for the owner, while making sure the tenant is getting everything they should. She looks after both parties to give as close to a win win as ever possible

Romanis came in and saved the day after starting out with a HORRIBLE manager

She is the BEST!!!!!!!!!!!!

I/We hereby grant Romania permission to use the above testimonial for potential tenants and landlords, clients and marketing.

RESULTS | RENTED



REAL PROPERTY MANAGEMENT ACE
403.816.2308 ace@realpropertymgt.ca www.rpmace.ca

Broker: Real Property Management ACE | Independently Owned & Operated Brokerage & Franchise | Calgary AB



RPM ACE PORTFOLIO

RPM ACE ★★★★★ STAR REVIEWS

Reviews are obviously great for the comfort of new Owners, but what we started to realize is that Tenants, actually take their own initiative to write reviews. If you think about it, consumers don't bother to write when they are happy, but they will often make the effort when they are not happy and satisfied with a service or product. Our Team works diligently to make everyone happy but that is realistically impossible. I am very proud to say that we have never had a negative review where Tenants were not happy with the service we provide. When a Tenant is unhappy with an issue related to the property itself, our Team makes very possible effort in working with Owners to resolve the issues for the Tenants.

RPM ACE's 2021 Goal is to proactively asking Tenants and Owners for reviews because all day, every day, our Team is reacting to the daily demands of leasing and management your property. The screening and due diligence of approving new Tenants is the part of being a Landlord that Owners usually dread,

While the overall management of the property can be easy when a property has no issues in a perfect economy, but this pandemic is the living nightmare of the REAL joys of property management. The ongoing management property is really an insurance policy that you pay monthly premiums on - until there is an accident, we realize that there is insurance - the "Peace of Mind" you get from being insured. Property Management, is essentially the same concept - until there is an issue, Owners understand better the benefits of having a property management to deal with all the issues and hassles at anytime.



WHO	WHAT	WHERE	WHEN	WHY	HOW
-----	------	-------	------	-----	-----



REAL PROPERTY MANAGEMENT ACE
403.816.2308 ace@realpropertymgt.ca www.rpmace.ca

Broker: Real Property Management ACE | Independently Owned & Operated Brokerage & Franchise | Calgary AB



CALGARY REAL ESTATE MARKET THEN & NOW

MORE WE LEARN | MORE YOU EARN

Q3 2022 CALGARY RENTAL MARKET

Q2 2022 CALGARY RENTAL MARKET

Q1 2021 CALGARY RENTAL MARKET

HOW

DOES RPM ACE SCREEN & SELECT TENANTS?

A GOOD TENANT

The Rs of Desired Personality Traits

✓ REFERENCES	Top Qualities of A Good Tenant
✓ RESPECTABLE	Considerate/Courteous/Patient/Honest
✓ RESPONSIBLE	Pro-Active/Punctual/Organized/Creditworthy
✓ REASONABLE	Understanding/Rational/
✓ RELATABLE	Thoughtful/Pleasant/Likeable
✓ RECEPTIVE	Nice/Neat/Friendly/Positive

Ask

ACE

HOW MUCH CAN I RENT FOR?



ACCOUNTABLE CONFIDENT EXPERIENCED



WHAT WE NEED TO PROCEED



OWNER IS READY NEW OWNER PRESENTATION



REAL PROPERTY MANAGEMENT ACE

Date: _____

Full Name: _____

Email Address: _____

Mobile #: _____

Business: _____

Address Line 1: _____

City: _____ State/Province/Region: _____

Postal / Zip Code: _____ Country: _____

WHAT ARE WE HIRING YOU TO DO IN OUR COMMUNITY? _____

HOW DID YOU HEAR ABOUT RPM ACE? _____

Check All That Apply

- WWW/Google/Reviews
- Ex-employee/Referral

Recommended/Referral by: _____

OTHER: _____

PROPERTY TYPE

- CONDOMINIUM/UNIT
- TOWNHOUSE
- DUPLEX
- 4+ FLOOR
- HOUSE
- INDUSTRIAL
- MULTIFAMILY
- 1 STOREY
- 2 STOREY
- 3 STOREY
- 4+ STOREY

RPM ACE PORTFOLIO



WHAT WE NEED TO PROCEED

ACCOUNTABLE. COMMITTED. EXPERIENCED.

UNFURNISHED MANAGEMENT AGREEMENT	FURNISHED MANAGEMENT AGREEMENT	LEASE ONLY MANAGEMENT AGREEMENT
--	--------------------------------------	---------------------------------------

- MANAGEMENT AGREEMENT
- PROPERTY/OWNER/ CURRENT TENANT INFORMATION FORM
- FINTRAC PERSONAL IDENTIFICATION FORMS
- PROOF OF OWNERSHIP (ONE OF THE FOLLOWING WITHIN 6 MONTHS)*
 - ➔ PURCHASE CONTRACT
 - ➔ PROPERTY TITLE
 - ➔ PROPERTY TAX BILL
- HOMEOWNER INSURANCE POLICY (CURRENT)

PROPERTY / OWNER / CURRENT TENANT INFORMATION FORM

Unit Address: _____ Present Rent: _____

Unit Information:

Type of Building: _____

Number of units: _____

Type of tenanted: _____

Unit Features:

Unit Partitions: _____

Unit Information:

Electric: _____

Water: _____

Gas: _____

Fire: _____

Other Contact Information:

Name: _____

Address: _____

City: _____

Postal Code: _____

Tenant Information:

Name: _____

Address: _____

City: _____

Postal Code: _____

Are you willing to be able to receive notices? Yes No

Are you willing to be able to receive notices? Yes No

Are you willing to be able to receive notices? Yes No

WHO

WHAT

WHERE

WHEN

WHY

HOW

OWNER IS READY

REVIEW MANAGEMENT AGREEMENT

QUESTIONS ?

READY ?

ACE@REALPROPERTYMGT.CA

REQUIRED DOCUMENTS FOR ALL PROPERTIES:

- THREE (3) PROPERTY KEYS
- ALL REMOTES, FOB'S, MAIL KEYS
- PROPERTY INSURANCE POLICY
- PROPERTY TITLE/ PROOF OF OWNERSHIP
- WARRANTIES, FLOOR PLANS (IF AVAILABLE)
- ANY CURRENT CONTRACTS OR MAINTENANCE ITEMS

CONDOMINIUMS

- Condo Bylaws (if applicable)
- Condo Manager information (if applicable)

FURNISHED PROPERTIES

- Inventory list (appliances, serial #, make & model)

TENANT OCCUPIED PROPERTIES

- All leases agreements, move in reports & rental application of current tenant
- Tenant information (name, address, email, phone)
- Tenant up to date rent roll and any payment arrangements if currently exist
- Security Deposit ledger and cheque



REQUIRED DOCUMENTS

PERSONAL
IDENTIFICATION
FINTRAC FORMS

PROOF OF OWNERSHIP
PURCHASE CONTRACT /
PROPERTY TITLE /
PROPERTY TAX BILL

HOMEOWNERS
INSURANCE POLICY
(MUST BE WITHIN 6
MONTHS)

FOR ALL PROPERTIES:

- Three (3) property keys – all remotes, FOB's, mail keys
- Any warranties
- Property Insurance Policy
- Property Title/ Proof of Ownership
- Condo/Stata Bylaws (if applicable)
- Condo/Strata Manager information (if applicable)
- Inventory list (appliances, serial #, make & model)
- Floor plans (if available)
- Any current contracts or maintenance items we should be aware of

FOR ALL TENANT OCCUPIED PROPERTIES

- All leases agreements, move in reports & rental application of current tenant
- Tenant information (name, address, email, phone)
- Tenant up to date rent roll and any payment arrangements if currently exist
- Security Deposit ledger and cheque

CONDOS:

CONDO
MANAGEMENT

COMPANY	CONTACT	COPY OF BYLAWS
PARKING STALL #	STORAGE LOCKER #	NOTES

TENANT OCCUPIED PROPERTIES

- All leases agreements, move in reports & rental application of current tenant
- Tenant information (name, address, email, phone)
- Tenant up to date rent roll and any payment arrangements if currently exist
- Security Deposit ledger and cheque



Date Available: _____ Desired Rent: _____

Unit Information:

Type of Dwelling:

- House (semi or detached)
- Apartment Townhome

Number of units: _____

Type of Ownership:

- Condo Strata Freehold

Year Built: _____

Square Footage: _____

Pets: Yes No

Note: _____

Unit Particulars:

Unit #: _____

Bedrooms: _____

Bathrooms: _____

Heating / Air:

- Forced Air Radiant Baseboard

Heating Type: Gas Electric

Air Conditioning: Yes No

Parking:

- Garage Outdoor
- Underground Carport

Number of Spaces: _____

Space #: _____ Level: _____

Locker:

Locker #: _____ Level: _____

Mailbox:

Number: _____

Keys required: Yes No

Outstanding Maintenance Items:

Utilities Information:

- Tenant Owner

Heat Provider: _____

Account #: _____

Gas: Tenant Owner

Provider: _____

Account #: _____

Water: Tenant Owner

Provider: _____

Account #: _____

- Heat Gas Water

Owner Contact Information:

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email: _____

Address: _____

City: _____

Postal Code: _____

Tenant Information:

Name: _____

Name: _____

Monthly Rent: _____

Cell Phone: _____

Home Phone: _____

Work Phone: _____

Email: _____

Security Deposit Yes No

Deposit Amount: _____

Lease Start Date: _____

Last Rent Increase: _____

Date of Deposit Transfer to RPM: _____

HOW ARE TENANTS?

Strata or Condominium Management Contact Information:

Have you provide us with condo/strata bylaws & forms? Yes No

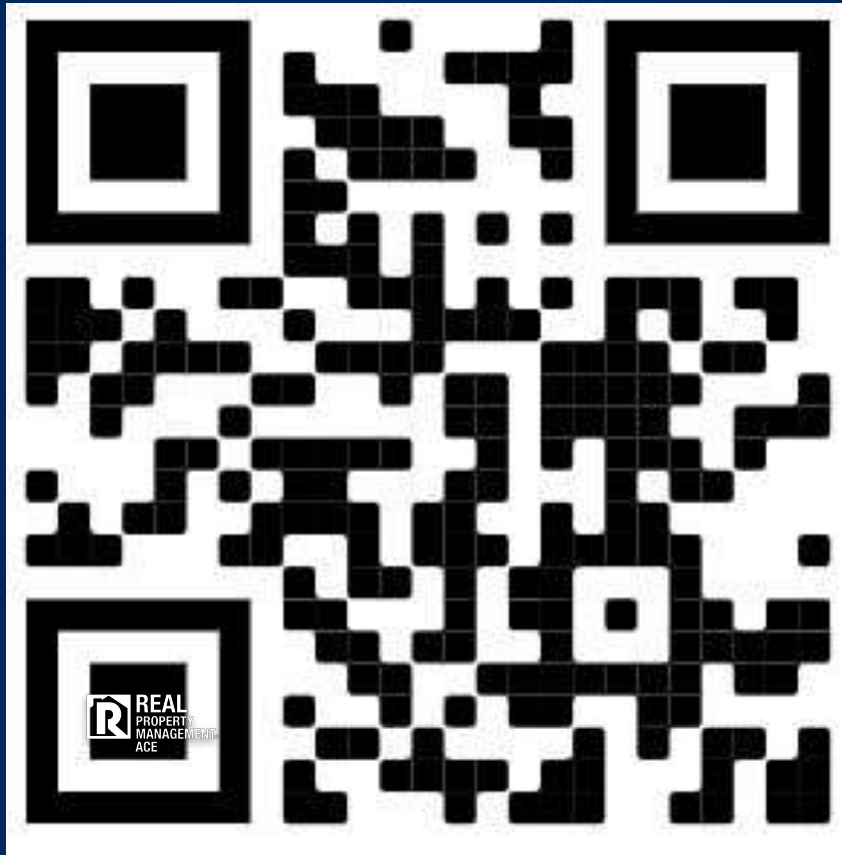
How did you hear about us?

- Online
- Other: _____



CELEBRATING 5 YEARS

ACEPORTFOLIO



RPMACECALGARY.COM

WHO

WHAT

WHERE

WHEN

WHY

HOW

LICENSED BROKER | REAL PROPERTY MANAGEMENT ACE | 403.816.2308 | WWW.RPMACECALGARY.COM
INDEPENDENTLY OWNED | OPERATED BROKERAGE | FRANCHISE | CALGARY | ALBERTA



CELEBRATING 5 YEARS

W H O



RPMACECALGARY.COM

WHO

WHAT

WHERE

WHEN

WHY

HOW

LICENSED BROKER | REAL PROPERTY MANAGEMENT ACE | 403.816.2308 | WWW.RPMACECALGARY.COM
INDEPENDENTLY OWNED | OPERATED BROKERAGE | FRANCHISE | CALGARY | ALBERTA



CELEBRATING 5 YEARS

WHAT



RPMACECALGARY.COM

WHO

WHAT

WHERE

WHEN

WHY

HOW

LICENSED BROKER | REAL PROPERTY MANAGEMENT ACE | 403.816.2308 | WWW.RPMACECALGARY.COM
INDEPENDENTLY OWNED | OPERATED BROKERAGE | FRANCHISE | CALGARY | ALBERTA



CELEBRATING 5 YEARS

WHERE



RPMACECALGARY.COM

WHO WHAT WHERE WHEN WHY HOW

LICENSED BROKER | REAL PROPERTY MANAGEMENT ACE | 403.816.2308 | WWW.RPMACECALGARY.COM
INDEPENDENTLY OWNED | OPERATED BROKERAGE | FRANCHISE | CALGARY | ALBERTA



CELEBRATING 5 YEARS

W H E N



RPMACECALGARY.COM

WHO

WHAT

WHERE

WHEN

WHY

HOW

LICENSED BROKER | REAL PROPERTY MANAGEMENT ACE | 403.816.2308 | WWW.RPMACECALGARY.COM
INDEPENDENTLY OWNED | OPERATED BROKERAGE | FRANCHISE | CALGARY | ALBERTA



CELEBRATING 5 YEARS

WHY



RPMACECALGARY.COM

WHO

WHAT

WHERE

WHEN

WHY

HOW



CELEBRATING 5 YEARS

HOW



RPMACECALGARY.COM

WHO

WHAT

WHERE

WHEN

WHY

HOW

LICENSED BROKER | REAL PROPERTY MANAGEMENT ACE | 403.816.2308 | WWW.RPMACECALGARY.COM
INDEPENDENTLY OWNED | OPERATED BROKERAGE | FRANCHISE | CALGARY | ALBERTA



CELEBRATING 5 YEARS

PROPERTY MANAGEMENT PLANS



RPMACECALGARY.COM

WHO

WHAT

WHERE

WHEN

WHY

HOW

LICENSED BROKER | REAL PROPERTY MANAGEMENT ACE | 403.816.2308 | WWW.RPMACECALGARY.COM
INDEPENDENTLY OWNED | OPERATED BROKERAGE | FRANCHISE | CALGARY | ALBERTA



CELEBRATING 5 YEARS

REAL PROPERTY MANAGEMENT ACE

BLOGS



RPMACECALGARY.COM

WHO

WHAT

WHERE

WHEN

WHY

HOW



CELEBRATING 5 YEARS

CONTACT ACE



RPMACECALGARY.COM

WHO

WHAT

WHERE

WHEN

WHY

HOW

LICENSED BROKER | REAL PROPERTY MANAGEMENT ACE | 403.816.2308 | WWW.RPMACECALGARY.COM
INDEPENDENTLY OWNED | OPERATED BROKERAGE | FRANCHISE | CALGARY | ALBERTA

REVIEWS



WWW.RPMACECALGARY.COM



R P M A C E P O R T F O L I O

WHO WHAT WHERE WHEN WHY HOW