

WHO

WHAT

WHERE

WHEN

WHY

HOW

PLANS | SERVICES | FEES



PROPERTY MANAGEMENT

UNFURNISHED MANAGEMENT PLAN

FURNISHED MANAGEMENT PLAN

LEASE ONLY

LEASE ONLY MANAGEMENT PLAN



[DOWNLOAD MANAGEMENT AGREEMENT](#)

[UNFURNISHED](#)

[FURNISHED](#)

[LEASE ONLY](#)

UNFURNISHED	FURNISHED	LEASE ONLY
<ul style="list-style-type: none"> <input type="checkbox"/> ONE (1) MONTH'S RENT LEASING FEE <input type="checkbox"/> + 10% GROSS RENTS MANAGEMENT FEE 	<ul style="list-style-type: none"> <input type="checkbox"/> NO LEASING FEE <input type="checkbox"/> + 19% GROSS RENTS MANAGEMENT FEE 	<ul style="list-style-type: none"> <input type="checkbox"/> ONE (1) MONTH'S RENT LEASING FEE <input type="checkbox"/> MINIMUM \$1600 LEASING FEE
<ul style="list-style-type: none"> ✓ Marketing ✓ Showings ✓ Credit Reference Check ✓ Lease Execution 	<ul style="list-style-type: none"> ✓ Marketing ✓ Showings ✓ Credit Reference Check ✓ Lease Execution 	<ul style="list-style-type: none"> ✓ Marketing ✓ Showings ✓ Credit Reference Check ✓ Lease Execution
<ul style="list-style-type: none"> ✓ Security Deposit collection ✓ Monthly Rent Collection ✓ Monthly Rent Disbursement 	<ul style="list-style-type: none"> ✓ Security Deposit collection ✓ Monthly Rent Collection ✓ Monthly Rent Disbursement 	<ul style="list-style-type: none"> ✓ Security Deposit collection <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> <p>LEASE ONLY SERVICE WE FIND & SECURE THE TENANT YOU MANAGE YOURSELF</p> </div>
<ul style="list-style-type: none"> ✓ Move in inspection ✓ Move-Out Inspection 	<ul style="list-style-type: none"> ✓ Move in inspection ✓ Move-Out Inspection 	<ul style="list-style-type: none"> ✓ Move in inspection
<ul style="list-style-type: none"> ✓ Maintenance Management ✓ Tenant Management ✓ Lease Renewals ✓ Lease Extensions 	<ul style="list-style-type: none"> ✓ Maintenance Management ✓ Tenant Management ✓ Lease Renewals ✓ Lease Extensions 	
<div style="display: grid; grid-template-columns: 1fr 1fr 1fr; gap: 5px;"> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> <p>PRICING</p> <p><small>IF REAL PROPERTY MANAGEMENT WERE TO MANAGE YOUR PROPERTY, WE WOULD BE ABLE TO FIND THE BEST TENANT FOR YOUR PROPERTY AND THE BEST PRICE FOR YOUR PROPERTY.</small></p> </div> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> <p>ADVERTISING</p> <p><small>ALL THE PROPERTIES WE MANAGE ARE LISTED ON A VARIETY OF PLATFORMS TO MAKE THE MOST OF YOUR PROPERTY.</small></p> </div> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> <p>SCREENING</p> <p><small>WE SCREEN ALL OUR POTENTIAL TENANTS TO MAKE SURE THEY ARE THE RIGHT FIT FOR YOUR PROPERTY. GET THE RIGHT PERSON IN THE RIGHT PROPERTY.</small></p> </div> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> <p>SHOWING</p> <p><small>WE SHOW ALL THE PROPERTIES WE MANAGE TO OUR CLIENTS AND WE MAKE SURE THEY ARE HAPPY AND IT IS A GREAT OPPORTUNITY TO GET THE BEST TENANT FOR YOUR PROPERTY.</small></p> </div> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> <p>INSPECTING</p> <p><small>ALL THE PROPERTIES WE MANAGE ARE INSPECTED TO MAKE SURE THEY ARE SAFE AND SOUND FOR YOUR TENANTS. WE MAKE SURE THEY ARE SAFE AND SOUND FOR YOUR TENANTS.</small></p> </div> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> <p>ACCOUNTING</p> <p><small>SOME PEOPLE DON'T LOVE NUMBERS BUT WE CAN HELP YOU WITH YOUR ACCOUNTING AND PROVIDE YOUR PROPERTY OWNERS WITH ALL THE INFORMATION THEY NEED TO RUN THEIR BUSINESS.</small></p> </div> </div>	<ul style="list-style-type: none"> ✓ Inventory Reports ✓ Replenish Inventory Supplies between Move-In Move-Out ✓ Laundry Linens 	



ACCOUNTABLE. COMMITTED. EXPERIENCED.

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		✓	



LEASING VS. MANAGEMENT

LEASING	MANAGEMENT
FEE: ONE (1) MONTH'S RENT	FEE: 10% GROSS RENT/MONTH
<ul style="list-style-type: none"> <input type="checkbox"/> Minimum Fee Applies \$800 + GST 	<ul style="list-style-type: none"> <input type="checkbox"/> Minimum Fee Applies \$1600 + GST
<ul style="list-style-type: none"> <input type="checkbox"/> LEASING SERVICES <ul style="list-style-type: none"> ✓ 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 <input type="checkbox"/> SECURE TENANT <ul style="list-style-type: none"> ✓ LEASE NEGOTIATIONS EXECUTION ✓ COLLECT SECURITY DEPOSIT ✓ TENANT MOVE-IN 	<ul style="list-style-type: none"> <input type="checkbox"/> MANAGEMENT SERVICES <ul style="list-style-type: none"> ✓ MONTHLY RENT COLLECTION ✓ MONTHLY RENT DISBURSEMENT <input type="checkbox"/> OWNER ONLINE PORTAL <ul style="list-style-type: none"> ✓ MONTHLY OWNER STATEMENTS ✓ MANAGEMENT EXPENSE INVOICES <input type="checkbox"/> MANAGE THE PROPERTY <ul style="list-style-type: none"> ✓ PROPERTY HANDOVERS ✓ PROPERTY INSPECTIONS ✓ TENANT MOVE-IN ✓ TENANT MOVE-OUT <input type="checkbox"/> MANAGE THE TENANT <ul style="list-style-type: none"> ✓ TENANT RELATIONS MEDIATION ✓ TENANT RENEWAL TERMINATION <input type="checkbox"/> MANAGE MAINTENANCE REPAIRS <ul style="list-style-type: none"> ✓ OWNER MAINTENANCE UPDATES





MANAGEMENT PLANS

WHAT'S THE DIFFERENCE?

UNFURNISHED VS. FURNISHED

UNFURNISHED | RENTAL PLAN

- ❑ 1 MONTH LEASING FEE
+ 10% MANAGEMENT FEE
- 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



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
- ❑ PROPERTY BOOKKEEPING
- ❑ PROPERTY ACCOUNTING
- ❑ YEAR-END INCOME REPORTS
- ❑ YEAR-END EXPENSE REPORTS
- ❑ FURNISHINGS INVENTORY |
REPORTS
- ❑ REPLENISH INVENTORY | SUPPLIES
- ❑ LAUNDRY | LINENS

MANAGEMENT PLANS

UNFURNISHED VS. FURNISHED

UNFURNISHED RENTAL PLAN

**1 Month Leasing Fee
+ 10% 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

UNFURNISHED | 10% OF MONTHLY GROSS RENT

- ❑ Unfurnished leases are typically 1 year.
- ❑ Monthly report and monthly payout
- ❑ Unfurnished Tenants can often start with with 6 months or one year terms and end up renewing and staying longer term. Some of our short-term Tenants have been with us for as long as two years.
- ❑ Long Terms tenants are preferred for owners who want stability.
- ❑ *FEES BASED ON A ONE YEAR TERM). MINIMUM RENTAL AMOUNT APPLIES*

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

FURNISHED | 19% OF MONTHLY GROSS RENT

Fully furnished short-term leases based on the demand of tenants coming into Calgary for undetermined length of stays that can be shorter or one year terms.

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 \$800 plus a monthly Management Fee equal to 10% of gross rents collection

- ❑ Laundry linens and towels after each move out
- ❑ Monthly report and monthly payout
- ❑ Restocking all supplies as needed with receipts and update to owners



UNFURNISHED | RENTAL PLAN

- ❑ 1 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.





ACE

ACCOUNTABLE. COMMITTED. EXPERIENCED.

FURNISHED

MANAGEMENT FEES & PLANS

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



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) MONTH'S RENT	FEE: 10% OF GROSS RENT (MONTHLY)
<ul style="list-style-type: none"> ❑ LEASING SERVICES <ul style="list-style-type: none"> ✓ MARKETING ✓ ADVERTISING ✓ LEASING REPORTS ✓ MARKET RENT REPORTS ✓ LEASING ACTIVITY REPORTS ❑ TENANT PLACEMENT <ul style="list-style-type: none"> ✓ FIND TENANT ✓ QUALIFY TENANT ✓ SCREEN TENANT ✓ SHOW TENANT ✓ PRE-APPROVE APPLICATIONS ✓ CHECK CREDIT REFERENCES ❑ SECURE TENANT <ul style="list-style-type: none"> ✓ LEASE NEGOTIATIONS EXECUTION ✓ COLLECT SECURITY DEPOSIT ✓ TENANT MOVE-IN 	<ul style="list-style-type: none"> ❑ MANAGEMENT SERVICES <ul style="list-style-type: none"> ✓ MONTHLY RENT COLLECTION ✓ MONTHLY RENT DISBURSEMENT ❑ OWNER ONLINE PORTAL <ul style="list-style-type: none"> ✓ MONTHLY OWNER STATEMENTS ✓ MANAGEMENT EXPENSE INVOICES ❑ MANAGE THE PROPERTY <ul style="list-style-type: none"> ✓ PROPERTY HANDOVERS ✓ PROPERTY INSPECTIONS ✓ TENANT MOVE-IN ✓ TENANT MOVE-OUT ❑ MANAGE THE TENANT <ul style="list-style-type: none"> ✓ TENANT RELATIONS MEDIATION ✓ TENANT RENEWAL TERMINATION ❑ MANAGE MAINTENANCE REPAIRS <ul style="list-style-type: none"> ✓ OWNER MAINTENANCE UPDATES

UNFURNISHED	FURNISHED	LEASE ONLY		
<p style="text-align: center;">LEASING FEE</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 Month's Rent + GST <input type="checkbox"/> Each New Tenant 12 Month Term <input type="checkbox"/> Minimum Fee Applies <p>MANAGEMENT FEE</p> <ul style="list-style-type: none"> <input type="checkbox"/> 10% of Gross Rent + GST <input type="checkbox"/> Monthly Fee <input type="checkbox"/> Minimum Monthly Applies 	<p style="text-align: center;">LEASING MANAGEMENT FEE</p> <ul style="list-style-type: none"> <input type="checkbox"/> One Fee Combined Leasing Management <input type="checkbox"/> 19% of Gross Rent + GST <input type="checkbox"/> Monthly Fee <input type="checkbox"/> Minimum Monthly Applies <p><u>SHORTER TERMS</u> LESS THAN ONE YEAR Monthly Management Fee equal to 19% of gross rents collection</p> <p><u>ONE YEAR TERMS</u> Leasing Fee of 1 Month's Rent with a minimum of \$700 plus a monthly Management Fee equal to 10% of gross rents collection</p>	<p style="text-align: center;">LEASE ONLY FEE</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 Month's Rent + GST <input type="checkbox"/> Minimum Fee Applies \$1600 + GST <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">LEASE ONLY SERVICE WE FIND & SECURE THE TENANT YOU MANAGE YOURSELF</p> <p style="text-align: center; background-color: #e91e63; color: white; padding: 2px;">LEASE ONLY</p> <p><small>MARKET EXPERTISE: Market expertise & knowledge with market rental rates; and knowledge of Tenant & Landlord legislation.</small></p> <p><small>MINIMAL VACANCY RATES: Professional networking and marketing attract the right tenants much quicker with our national franchise advertising network.</small></p> <p><small>STRICT TENANT SCREEN: Expertise and experience with track record of quality tenants.</small></p> <p style="text-align: center; background-color: #e91e63; color: white; padding: 2px;">LEASING FEE ONE (1) MONTH'S RENT</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px; text-align: center;"><small>LEASE ONLY MANAGEMENT PLAN</small></td> <td style="border: 1px solid black; padding: 2px; text-align: center;"><small>LEASE ONLY MANAGEMENT AGREEMENT</small></td> </tr> </table> </div>	<small>LEASE ONLY MANAGEMENT PLAN</small>	<small>LEASE ONLY MANAGEMENT AGREEMENT</small>
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<ul style="list-style-type: none"> ✓ Marketing ✓ Showings ✓ Credit Reference Check ✓ Signing lease agreement ✓ Security deposit collection ✓ Monthly rent collection ✓ Move in inspection 	<ul style="list-style-type: none"> ✓ Marketing ✓ Showings ✓ Credit Reference Check ✓ Signing lease agreement ✓ Security deposit collection ✓ Monthly rent collection ✓ Move in inspection 	<ul style="list-style-type: none"> ✓ Marketing ✓ Showings ✓ Credit Reference Check 		
<p>Maintenance</p> <ul style="list-style-type: none"> ✓ Monthly Rent Disbursement ✓ Manage Coordinate ✓ Repairs upon Owner approval ✓ Lease renewals ✓ Manage Tenants ✓ Move-In Move-Out 	<ul style="list-style-type: none"> ✓ Monthly Rent Disbursement ✓ Manage Maintenance ✓ Repairs upon Owner approval ✓ Lease renewals ✓ Manage Tenants ✓ Move-In Move-Out ✓ Replenish Inventory Supplies (Additional Cost) 	<ul style="list-style-type: none"> ✓ Signing lease agreement ✓ Security deposit collection ✓ Move in inspection ✓ 1st month's rent collection <p style="text-align: center;">LEASE ONLY SERVICE WE FIND & SECURE THE TENANT YOU MANAGE YOURSELF</p>		



LEASE ONLY SERVICE

WE FIND & SECURE THE TENANT
YOU MANAGE YOURSELF

- ❑ 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 DO WE DO?

- | | |
|-----------------------|-------------------------------|
| ❑ 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 |

TENANT PLACEMENT | HOW MUCH DOES IT COST?

LEASING FEE

ONE (1) MONTH'S RENT

❑ LEASE ONLY MANAGEMENT PLAN

❑ LEASE ONLY MANAGEMENT AGREEMENT

ACCOUNTABLE. COMMITTED. EXPERIENCED.

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)



REAL PROPERTY MANAGEMENT ACE
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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

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

REALTOR PARTNERS | REFERRALS | FRIENDS | FAMILY

OWNER IS READY



NEW HOME OWNER INTRODUCTION

WHO

WHAT

WHERE

WHEN

WHY

HOW



WHAT WE NEED TO PROCEED

OWNER IS READY

NEW OWNER PRESENTATION

RPM ACE PORTFOLIO

REGULAR BUSINESS HOURS
MONDAY TO FRIDAY 9:00AM - 5:00PM
403.816.2308

ACB@REALPROPERTYMGT.CA | 403.816.2308

REQUIRES CONCERN, QUESTIONS, MAINTENANCE
RPM ACE AFTER HOURS EMERGENCY 863.338.3338

ACCOUNTABLE. COMMITTED. EXPERIENCED.

WHAT WE NEED TO PROCEED

UNFURNISHED MANAGEMENT AGREEMENT	FURNISHED MANAGEMENT AGREEMENT	LEASE ONLY MANAGEMENT AGREEMENT
<input type="checkbox"/> MANAGEMENT AGREEMENT		
<input type="checkbox"/> PROPERTY/OWNER/ CURRENT TENANT INFORMATION FORM		
<input type="checkbox"/> FINTRAC PERSONAL IDENTIFICATION FORMS		
<input type="checkbox"/> PROOF OF OWNERSHIP (ONE OF THE FOLLOWING WITHIN 6 MONTHS)*		
→ PURCHASE CONTRACT → PROPERTY TITLE → PROPERTY TAX BILL		
<input type="checkbox"/> HOMEOWNER INSURANCE POLICY (CURRENT)		

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 BEST DEAL FOR YOUR OWNERSHIP.



ADVERTISING

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



SCREENING

WE SCREEN ALL NEW POTENTIAL TENANTS TO MAKE SURE THEY ARE THE RIGHT FIT FOR YOUR PROPERTY AND WE DON'T TAKE ANY RISK ON YOUR OWNERSHIP.



SHOWING

WE SHOW ALL THE PROPERTIES WE MANAGE TO MAKE SURE YOU'RE GETTING THE BEST DEAL FOR YOUR OWNERSHIP AND WE DON'T TAKE ANY RISK ON YOUR OWNERSHIP.



INSPECTING

ALL THE PROPERTIES WE MANAGE ARE INSPECTED TO MAKE SURE THEY ARE THE RIGHT FIT FOR YOUR OWNERSHIP AND WE DON'T TAKE ANY RISK ON YOUR OWNERSHIP.



ACCOUNTING

YOUR PROPERTIES DON'T HAVE ACCOUNTS BUT WE CAN HELP YOU SET UP YOUR OWNERSHIP ACCOUNTS TO MAKE SURE YOU'RE GETTING THE BEST DEAL FOR YOUR OWNERSHIP.



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

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





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

