



# MANAGEMENT PLANS

PROFESSIONAL PROPERTY MANAGEMENT

UNFURNISHED

LEASE ONLY

FURNISHED

3 P R O P E R T Y M A N A G E M E N T P L A N S

UNFURNISHED MANAGEMENT PLAN

LEASE ONLY MANAGEMENT PLAN

FURNISHED MANAGEMENT PLAN



UNFURNISHED  
OWNER MANAGEMENT  
AGREEMENT

LEASE ONLY  
OWNER MANAGEMENT  
AGREEMENT

FURNISHED  
OWNER MANAGEMENT  
AGREEMENT



**REAL PROPERTY MANAGEMENT ACE**  
403.816.2308 [ace@realpropertymgt.ca](mailto:ace@realpropertymgt.ca) [www.rpmace.ca](http://www.rpmace.ca)

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



# WHAT MANAGEMENT PLANS

WHO WHAT WHERE WHEN WHY HOW

## DIFFERENCE BETWEEN LEASING & PROPERTY MANAGEMENT

### LEASING VS. MANAGEMENT

LEASING FEE	PROPERTY MANAGEMENT FEE
LEASING FEE: ONE (1) MONTH'S RENT	MANAGEMENT FEE: 10% OF GROSS RENT (MONTHLY)
FEES BASED ON A ONE YEAR TERM). MINIMUM RENTAL AMOUNT APPLIES	
LEASING SERVICES	MANAGEMENT SERVICES
MARKETING & ADVERTISING	MONTHLY RENT COLLECTION
LEASE RENEWALS	MONTHLY RENT DISBURSEMENTS TO OWNERS
SHOW TENANT	MANAGE THE PROPERTY
SCREEN TENANT	MANAGE THE TENANT
SECURE TENANT	MANAGE ALL MAINTENANCE REPAIRS
VERIFY REFERENCES/CREDIT	PROPERTY HANDOVER
SIGNING LEASE AGREEMENT	INSPECTION REPORT
SECURITY DEPOSIT COLLECTION	MOVE-IN/OUT INSPECTION REPORTS



## PROPERTY MANAGEMENT PLANS

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



### FULL-SPECTRUM MANAGEMENT SERVICES



## LEASING & PROPERTY MANAGEMENT FEES



### UNFURNISHED VS. FURNISHED FEE STRUCTURE COMPARISON \$3300-4100 RENTAL SCENARIO

	3300	3400	3500	3600	3700	3800	3900	4000	4100
<b>Monthly Rent Scenario</b>	3300	3400	3500	3600	3700	3800	3900	4000	4100
Leasing Fee for Each New Tenant (1 Month's Rent)	1650	1700	1750	1800	1850	1900	1950	2000	2050
10% Monthly Management Fee (Minimum \$125 per month)	330	340	350	360	370	380	390	400	410
<b>TOTAL Annual Fee</b>	\$6,910	\$6,740	\$6,500	\$6,420	\$6,290	\$6,460	\$6,630	\$6,800	\$6,970
Annual Amount After Fee Deduction*	\$23,890	\$23,220	\$24,000	\$27,080	\$28,110	\$30,540	\$40,110	\$41,200	\$42,230
Monthly Amount After Fee Deduction*	\$2,823	\$2,918	\$3,004	\$3,090	\$3,178	\$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: 19% MONTHLY MANAGEMENT FEE (NO LEASING FEE)

	3300	3400	3500	3600	3700	3800	3900	4000	4100
<b>Monthly Rent Scenario</b>	3300	3400	3500	3600	3700	3800	3900	4000	4100
Leasing Fee for Each New Tenant									
19% Monthly Management Fee (Minimum \$125 per month)	\$627	\$646	\$665	\$684	\$703	\$722	\$741	\$760	\$779
<b>TOTAL Annual Fee</b>	\$7,524	\$7,710	\$7,895	\$8,080	\$8,265	\$8,450	\$8,635	\$8,820	\$9,005
Annual Amount After Fee Deduction*	\$32,076	\$33,290	\$34,504	\$35,718	\$36,932	\$38,146	\$39,360	\$40,574	\$41,788
Monthly Amount After Fee Deduction*	\$2,673	\$2,774	\$2,875	\$2,976	\$3,077	\$3,178	\$3,279	\$3,380	\$3,481

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



MANAGEMENT PLANS

UNFURNISHED  
MANAGEMENT PLAN

UNFURNISHED MANAGEMENT  
AGREEMENT

TO FURNISH OR NOT TO  
FURNISH?

FURNISHED  
MANAGEMENT PLAN

FURNISHED  
MANAGEMENT AGREEMENT

LEASE ONLY  
MANAGEMENT PLAN

LEASE ONLY MANAGEMENT  
AGREEMENT

### HOW MUCH DOES IT COST? MANAGEMENT FEES

#### LEASING & PROPERTY MANAGEMENT FEES



#### UNFURNISHED VS. FURNISHED FEE STRUCTURE COMPARISON \$3300-4100 RENTAL SCENARIO

	3300	3400	3500	3600	3700	3800	3900	4000	4100
<b>1/2 MONTH'S RENT + 10% MONTHLY MANAGEMENT FEE</b>									
Monthly Rent Scenario	3300	3400	3500	3600	3700	3800	3900	4000	4100
Leasing Fee for Each New Tenant (1 Month's Rent)	1650	1700	1750	1800	1850	1900	1950	2000	2050
10% Monthly Management Fee (Minimum \$125 per month)	330	340	350	360	370	380	390	400	410
<b>TOTAL Annual Fee</b>	<b>\$5,910</b>	<b>\$5,780</b>	<b>\$5,900</b>	<b>\$6,120</b>	<b>\$6,290</b>	<b>\$6,460</b>	<b>\$6,630</b>	<b>\$6,800</b>	<b>\$6,970</b>
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.

	3300	3400	3500	3600	3700	3800	3900	4000	4100
<b>FURNISHED: 10% MONTHLY MANAGEMENT FEE (NO LEASING FEE)</b>									
Monthly Rent Scenario	3300	3400	3500	3600	3700	3800	3900	4000	4100
Leasing Fee for Each New Tenant									
10% Monthly Management Fee (Minimum \$125 per month)	330	340	350	360	370	380	390	400	410
<b>TOTAL Annual Fee</b>	<b>\$7,524</b>	<b>\$7,732</b>	<b>\$7,940</b>	<b>\$8,148</b>	<b>\$8,356</b>	<b>\$8,564</b>	<b>\$8,772</b>	<b>\$8,980</b>	<b>\$9,188</b>
Annual Amount After Fee Deduction*	\$32,076	\$33,284	\$34,492	\$35,700	\$36,908	\$38,116	\$39,324	\$40,532	\$41,740
Monthly Amount After Fee Deduction*	\$2,673	\$2,774	\$2,875	\$2,976	\$3,077	\$3,178	\$3,279	\$3,380	\$3,481

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

Disclaimer: Information and opinions presented in this report are for general use only. Real Property Management ACE is not responsible for any errors or omissions, or for the results obtained from the use of the information.



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### UNFURNISHED

## LEASING & PROPERTY MANAGEMENT FEES

### PLACING A TENANT LEASING FEE:

**(1/2) HALF MONTH'S RENT**

Leasing Fee based on each new tenant placed based on a 1 year term.

### MANAGING A TENANT MANAGEMENT FEE

**10% MONTHLY of GROSS RENT**

Minimum \$150/month



### WHAT DO WE DO?

#### 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



#### PRICING

AT REAL PROPERTY MANAGEMENT, WE PROVIDE OUR PROPERTY MANAGERS WITH FINANCIAL DATA AND TRAINING ON THE AREA WE WANT TO MANAGE YOUR PROPERTY TO MAKE YOUR INVESTMENT THE MOST PROFITABLE.



#### ADVERTISING

ALL THE PROPERTIES WE MANAGE ARE ADVERTISED TO A VARIETY OF PLATFORMS TO BRING YOU THE MOST QUALITY LEADS.



#### SCREENING

WE SCREEN ALL OUR POTENTIAL TENANTS TO MAKE SURE THEY ARE THE RIGHT FIT. WE WANT TO MAKE SURE WE GET THE MOST FROM YOUR PROPERTY.



#### SHOWING

WE SHOW ALL THE PROPERTIES WE MANAGE TO THE MOST QUALITY LEADS. WE WANT TO MAKE SURE WE GET THE MOST FROM YOUR PROPERTY TO GET TO KNOW THEM BETTER.



#### INSPECTING

ALL THE PROPERTIES WE MANAGE ARE INSPECTED TO MAKE SURE THEY ARE KEPT IN GREAT CONDITION AND TO BE CONSISTENT WITH OUR MAINTENANCE LEVELS.



#### ACCOUNTING

WE PROVIDE OUR CLIENTS WITH MONTHLY AND YEAR-END FINANCIAL REPORTS. WE HANDLE ALL THE ACCOUNTING AND PAYROLL AND PROPERTY OWNERS WITH FINANCIAL, BUDGETING AND EXPENSE TRACKING.



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## PROFESSIONAL PROPERTY MANAGEMENT

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

Monthly Rent Scenario	\$100	\$200	\$300	\$400	\$500	\$600	\$700	\$800	\$900
Leasing Fee for Each New Tenant (1/2 Month's Rent)	2500	2000	2500	2750	2750	2800	2850	2900	2950
10% Monthly Management Fee	510	520	530	540	550	560	570	580	590
TOTAL Annual Fee	\$6,670	\$8,840	\$9,910	\$8,180	\$9,350	\$9,520	\$9,890	\$9,890	\$10,830
Annual Amount After Fee Deduction*	\$52,538	\$53,580	\$54,590	\$55,620	\$56,630	\$57,680	\$58,710	\$59,740	\$60,770
Monthly Amount After Fee Deduction*	\$4,378	\$4,463	\$4,549	\$4,636	\$4,721	\$4,807	\$4,893	\$4,979	\$5,064

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

Monthly Rent Scenario	\$900	\$1000	\$1000	\$1000	\$1000	\$1000	\$1000	\$1000	\$1000
Leasing Fee for Each New Tenant (1/2 Month's Rent)	3000	3000	3100	3150	3200	3250	3300	3350	3400
10% Monthly Management Fee	600	610	620	630	640	650	660	670	680
TOTAL Annual Fee	\$18,200	\$19,370	\$19,540	\$19,710	\$19,880	\$19,950	\$20,120	\$20,290	\$20,460
Annual Amount After Fee Deduction*	\$61,800	\$62,830	\$63,860	\$64,890	\$65,920	\$66,950	\$67,980	\$69,010	\$70,040
Monthly Amount After Fee Deduction*	\$5,150	\$5,236	\$5,322	\$5,408	\$5,493	\$5,579	\$5,664	\$5,750	\$5,837

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

Monthly Rent Scenario	\$600	\$600	\$700	\$700	\$700	\$800	\$800	\$800	\$700
Leasing Fee for Each New Tenant (1/2 Month's Rent)	3400	3000	3050	3600	3650	3700	3750	3800	3850
10% Monthly Management Fee	600	700	710	720	730	740	750	760	770
TOTAL Annual Fee	\$11,730	\$11,900	\$12,870	\$12,340	\$12,410	\$12,590	\$12,730	\$12,920	\$13,090
Annual Amount After Fee Deduction*	\$71,870	\$72,100	\$73,130	\$74,160	\$75,190	\$76,220	\$77,250	\$78,280	\$79,310
Monthly Amount After Fee Deduction*	\$5,982	\$6,008	\$6,094	\$6,180	\$6,266	\$6,352	\$6,438	\$6,523	\$6,609

**FURNISHED: 19% MONTHLY MANAGEMENT FEE (NO LEASING FEE)**

Monthly Rent Scenario	\$100	\$200	\$300	\$400	\$500	\$600	\$700	\$800	\$900
Leasing Fee for Each New Tenant									
19% Monthly Management Fee	99	98	107	103	104	104	103	112	112
TOTAL Annual Fee	\$11,628	\$11,808	\$12,084	\$12,312	\$12,540	\$12,768	\$12,996	\$13,224	\$13,452
Annual Amount After Fee Deduction*	\$48,572	\$49,544	\$50,516	\$51,488	\$52,460	\$53,432	\$54,404	\$55,376	\$56,348
Monthly Amount After Fee Deduction*	\$4,048	\$4,128	\$4,208	\$4,288	\$4,368	\$4,448	\$4,528	\$4,608	\$4,688

**FURNISHED: 19% MONTHLY MANAGEMENT FEE (NO LEASING FEE)**

Monthly Rent Scenario	\$900	\$1000	\$1000	\$1000	\$1000	\$1000	\$1000	\$1000	\$1000
Leasing Fee for Each New Tenant									
19% Monthly Management Fee	1140	1140	1178	1197	1216	1235	1254	1273	1292
TOTAL Annual Fee	\$13,680	\$13,960	\$14,336	\$14,712	\$15,088	\$15,464	\$15,840	\$16,216	\$16,592
Annual Amount After Fee Deduction*	\$68,320	\$69,292	\$70,264	\$71,236	\$72,208	\$73,180	\$74,152	\$75,124	\$76,096
Monthly Amount After Fee Deduction*	\$5,693	\$5,774	\$5,855	\$5,936	\$6,017	\$6,098	\$6,179	\$6,260	\$6,341

**FURNISHED: 19% MONTHLY MANAGEMENT FEE (NO LEASING FEE)**

Monthly Rent Scenario	\$600	\$600	\$700	\$700	\$700	\$800	\$800	\$800	\$700
Leasing Fee for Each New Tenant									
19% Monthly Management Fee	1311	1330	1349	1368	1387	1406	1425	1444	1463
TOTAL Annual Fee	\$15,732	\$15,960	\$16,188	\$16,416	\$16,644	\$16,872	\$17,100	\$17,328	\$17,556
Annual Amount After Fee Deduction*	\$67,988	\$68,640	\$69,292	\$69,944	\$70,596	\$71,248	\$71,900	\$72,552	\$73,204
Monthly Amount After Fee Deduction*	\$5,666	\$5,720	\$5,793	\$5,848	\$5,912	\$5,966	\$6,020	\$6,074	\$6,128




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### UNFURNISHED

## LEASING & PROPERTY MANAGEMENT FEES

### PLACING A TENANT LEASING FEE:

**(1/2) HALF MONTH'S RENT**

Leasing Fee based on each new tenant placed based on a 1 year term.

### MANAGING A TENANT MANAGEMENT FEE

**10% MONTHLY of GROSS RENT**

Minimum \$150/month



### WHAT DO WE DO?

#### 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



#### PRICING

At Real Property Management, we provide our properties with accurate, up-to-date, and timely information, data and trends in the area. We want to make sure you receive it from our first contact with the tenant!



#### ADVERTISING

All the properties we manage are advertised in a variety of platforms to ensure you (our clients) receive the most exposure.



#### SCREENING

We screen all our potential tenants to make sure they are the right fit. We want to make sure we get the most qualified tenants for our clients.



#### SHOWING

We show all the properties we manage to the clients who are looking for a place to live. We want to make sure they get the most qualified tenants for our clients.



#### INSPECTING

All the properties we manage are inspected to make sure they are in great condition and to be consistent with our maintenance level.



#### ACCOUNTING

Many people don't like numbers but we do. Our clients should not. We handle all the accounting and provide our property owners with financial, easy-to-read and accurate reports.



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**ACE**

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# 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
<b>19% Monthly Management Fee (Minimum \$125 per month)</b>	342	361	380	399	418
<b>TOTAL Annual Fee</b>	<b>\$4,104</b>	<b>\$4,332</b>	<b>\$4,560</b>	<b>\$4,788</b>	<b>\$5,016</b>
<b>After Fee Deduction</b>	<b>\$17,496</b>	<b>\$18,468</b>	<b>\$19,440</b>	<b>\$20,412</b>	<b>\$21,384</b>
<b>After Fee Deduction</b>	<b>\$1,458</b>	<b>\$1,539</b>	<b>\$1,620</b>	<b>\$1,701</b>	<b>\$1,782</b>



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# 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 SCREEN:** Expertise and experience with track record of quality tenants.

<b>LEASING FEE</b>	
LEASING FEE: ONE (1) MONTH'S RENT	SHOW TENANT
	SCREEN TENANT
	SECURE TENANT
<b>LEASING SERVICES</b>	VERIFY REFERENCES/CREDIT
MARKETING & ADVERTISING	SIGNING LEASE AGREEMENT
LEASE RENEWALS	SECURITY DEPOSIT COLLECTION