

WORKING WITH REALTORS

Ask
ACE

HOW MUCH CAN I RENT FOR?



ACCOUNTABLE CONFIDENT EXPERIENCED



“Will This Property Make a
Good Rental/Investment
Property?”

NEIGHBORHOOD



TRANSPORTATION



AMENITIES



SCHOOL



RENTABILITY





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



MANAGEMENT PLANS | FEES

ACCOUNTABLE. COMMITTED. EXPERIENCED.

UNFURNISHED	FURNISHED	LEASE ONLY
<ul style="list-style-type: none"> ❑ ONE (1) MONTH'S RENT LEASING FEE ❑ + 10% GROSS RENTS MANAGEMENT FEE 	<ul style="list-style-type: none"> ❑ NO LEASING FEE ❑ + 19% GROSS RENTS MANAGEMENT FEE 	<ul style="list-style-type: none"> ❑ ONE (1) MONTH'S RENT LEASING FEE ❑ 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: 10px; 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: repeat(3, 1fr); gap: 5px;"> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> <p>PRICING</p> <p><small>IT'S REAL PROPERTY MANAGEMENT'S #1 PRIORITY TO MAKE SURE YOU GET THE BEST PRICE FOR YOUR PROPERTY IN THE AREA. WE WANT TO MAKE SURE THE PROCESS IS AS FAST AND EASY AS POSSIBLE.</small></p> </div> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> <p>ADVERTISING</p> <p><small>ALL THE ADVERTISING WE CAN DO TO GET YOU THE MOST QUALITY LEASERS AS FAST AS POSSIBLE.</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 AND SET THE RIGHT PRECEDENCE IN THE MARKET.</small></p> </div> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> <p>SHOWING</p> <p><small>WE CAN DO THE SHOWING FOR YOU AND MAKE SURE YOU GET THE MOST QUALITY LEASERS AS FAST AS POSSIBLE.</small></p> </div> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> <p>INSPECTING</p> <p><small>ALL THE INSPECTING WE CAN DO TO MAKE SURE YOU GET THE MOST QUALITY LEASERS AS FAST AS POSSIBLE.</small></p> </div> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> <p>ACCOUNTING</p> <p><small>WE CAN DO ALL THE ACCOUNTING FOR YOU AND MAKE SURE YOU GET THE MOST QUALITY LEASERS AS FAST AS POSSIBLE.</small></p> </div> </div>	<ul style="list-style-type: none"> ✓ Inventory Reports ✓ Move-In Move-Out ✓ Replenish Inventory ✓ Stock Supplies ✓ Laundry Linens 	



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

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UNFURNISHED RENTAL PLAN

1 Month Leasing Fee

1/2 + 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

Owner shall pay a management fee equal to 10% of gross rents collection (minimum of \$125.00 per month)

Leasing Fee: 1/2 Month's Rent ^{1/2}
(per new tenant based on minimum one year lease term, otherwise, will be prorated by lease term)

FURNISHED RENTAL PLAN

No Leasing Fee

18% + 15% 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

- 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

Preferred Partnership Rate Clients of Justin Havre & Associates

UNFURNISHED: Leasing Fee 1/2 Month's Rent

FURNISHED: No Leasing Fee 18% Management Fee

- ✓ 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



Property Management vs Asset Management

PROPERTY MANAGEMENT



Day to Day Operation



Reactive and Short-Term Preventative Maintenance



Small repairs and renovations



Rent Collection



Expense Payment

ASSET MANAGEMENT



Cost Monitoring



Preventative Planning Long-Term Maintenance



Increasing Performance



Overall Process Management



Portfolio Enhancement



Acquisition and Divestment Timing

Fully furnished short-term leases based on the demand of professionals with shorter and month-month length of stays (Most under 1 year lease term)



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

HOW MUCH DOES IT COST? | TENANT PLACEMENT

LEASING FEE

~~ONE (1)~~ HALF (½) MONTH'S RENT

❑ LEASE ONLY MANAGEMENT PLAN

❑ LEASE ONLY MANAGEMENT AGREEMENT

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 INCREASE YOUR PROPERTY'S VISIBILITY.



SCREENING

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



SHOWING

WE SHOW ALL THE PROPERTIES WE MANAGE TO MAKE SURE THEY ARE THE RIGHT FIT FOR YOUR PROPERTY AND WE DON'T TAKE ANY SHORTCUTS IN THE PROCESS.



INSPECTING

ALL THE PROPERTIES WE MANAGE ARE INSPECTED TO MAKE SURE THEY ARE THE RIGHT FIT FOR YOUR PROPERTY AND WE DON'T TAKE ANY SHORTCUTS IN THE PROCESS.



ACCOUNTING

OUR PEOPLE DON'T JUST MANAGE BUT WE ALSO OFFER FULLY INTEGRATED ACCOUNTING SERVICES TO MAKE SURE YOU'RE GETTING THE MOST FOR YOUR DOLLAR.



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WHAT IS THE DIFFERENCE? REAL PROPERTY MANAGEMENT

ACCOUNTABLE. COMMITTED. EXPERIENCED.



We Offer:

**Full Service
Property
Management
Services**

&

**Leasing Only
Services**

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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



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



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!**



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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

OWNER PROPERTY INFORMATION FORM

[CLICK TO DOWNLOAD PDF](#)





CELEBRATING 5 YEARS

FAMILY | FRIENDS | REFERRALS | CLIENTS



PROPERTY MANAGEMENT PACKAGE

RPMACECALGARY.COM

WHO

WHAT

WHERE

WHEN

WHY

HOW