

Living Room Property Management

2024 Menu of Services

FULL SERVICE PROPERTY MANAGEMENT

SETUP

\$400/Unit

- Up to two (2) onsite inspections
- Hi-res marketing photos
- Owner & tenant portal access
- Key & lockbox coordination (locksmith fees billed separately)
- \$200 additional fee for occupied units



MID TENANCY PROPERTY REPORT

\$150/ea

- Formatted photo and conditions report of the interior and/or exterior of the property
- Reports can be ordered annually, bi-annually, in the event of damage, upon completion of a major repair, or upon a report of a disturbance/suspicious activity



TENANT PLACEMENT

**50% or 75% of 1 month's rent
(see below)**

- Choose from our two tour options:
 1. Agent led tour program:
75% of 1 month's rent
 2. Secure digital entry tour program:
50% of 1 month's rent
- Rental assessment & marketing plan
- Tour management
- Weekly showing report
- Online advertising
- Vacant property monitoring
- Tenant screening
- Tenant lease packet
- Formal move-in condition report
- Signage install and removal



MAINTENANCE HANDY SERVICES

\$90-\$120/hour

- **\$90/hr** standard handy services
- **\$120/hr** skilled labor services (drywall, plumbing, electrical, carpentry)
- 1 tech, 1-hour minimum
- Additional hours broken into quarters
- General maintenance & handy services
- Materials billed separately
- Also for hire to meet vendors, grant access, provide courier services, or preview work that is not managed by LRPM at standard handyservice rate.
- \$25/day equipment & appliance rentals



MAINTENANCE PROJECT MANAGEMENT

10% of project cost

- Processing and supervision of maintenance projects that requires a formal 3rd party vendor estimate (up to 3)
- Home warranty coordination: **\$50/project**
- No project management fee for work completed by the in house Fixer team or monthly landscaping services
- No *per work order* fee

MONTHLY MANAGEMENT SERVICES

**10% of monthly rent
each month***

- Monthly financial statements
- Rent collections
- Coordination of routine service requests for occupied units
- After-hours emergency maintenance coordination
- Mid-lease tenant addenda
- Processing property payables (HOA, utilities, yard care, repairs)
- Move out accounting of tenant security deposit
- Formal & informal tenant communications
- Annual tax documents including a cash flow statement & 1099



MAINTENANCE VACANCY PREP

**Up to 4 vendors \$350
5+ vendors \$500
+ Move out inspection (see below)**

- Oversight and organization of all vendors required to prepare the vacant home for a new occupant
- Photo inspection report capturing conditions, post vendor
- Move out inspection:
 - \$125** under 1,000 square ft.
 - \$150** under 2,000 square ft.
 - \$175** under 3,000 square ft.
 - \$200** over 3,000 square ft.

LEASE PACKETS

\$175/ea

- Annual market assessment upon request
- Formal renewal offer
- Lease agreement & required addenda

*please reference section section 3.5 of the property management agreement