

Living Room Property Management 2025 Menu of Services

FULL SERVICE
PROPERTY MANAGEMENT

SETUP

\$400 Setup Fee + \$800 Maintenance Reserve Fund (per unit)

- Initial condition inspection
- Hi-res marketing photos
- Owner & tenant portal access
- Onsite lockbox coordination
- \$200 additional fee for occupied units



TENANT PLACEMENT

50% or 75% of 1 month's rent

- Choose from our two tour options:
 1. Secure digital entry tour program:
50% of 1 month's rent
 2. Agent led tour program:
75% of 1 month's rent
- Rental assessment & marketing plan
- Tour management
- Weekly showing report
- Online advertising (25+ major listing sites)
- Vacant property monitoring
- Tenant screening
- Tenant lease packet
- Formal move-in condition report
- Signage install and removal



MONTHLY MANAGEMENT SERVICES

10% of monthly rent*

- 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
- Increased fee for secure entry/HOA managed building, homes 100 years or older, & high touch properties with rents under the area's median rate



ANNUAL LEASE RENEWAL

\$175/ea

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



PROPERTY CONDITION REPORT

\$150/ea

- Formatted photo and conditions report of the interior and exterior of the property
- Required upon vacancy when Living Room is processing the past tenant's security deposit accounting.



*current clients please reference section 3.5 of the property management agreement

Vacant Unit Preparation Packages

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VACANT UNIT COORDINATION PACKAGES*

	TURNKEY TRANSITION	DIY DUO	FAREWELL FIX <i>(offboarding homes only)</i>
Coordination Fee	\$.35/sq foot (\$300 minimum)	\$.25/sq foot (\$200 minimum)	\$.10/sq foot (\$75 minimum)
Scope Design <i>Generating a preliminary punchlist & determining what can be withheld from a security deposit</i>	✓	✓	✓
25 Point Compliance Inspection	✓	✓	
Tenant-Ready Condition Report <i>(Photos)</i>	✓	✓ <i>1st inspection included, \$150 for each additional property visit</i>	
Day Before Move-In Coordination <i>Finishing touches: spiff cleaning & locksmith</i>	✓	✓	
Vendor Coordination	✓		✓ <i>Fixer handy services, Managing only cleaning, wall repairs, & hauling that will be withheld from the tenant's deposit</i>
Invoice Management for Security Deposit Processing	✓	<i>Owner to submit invoices to Living Room within 20 days of the tenant's move out to ensure legal processing</i>	✓
Tenant Move In Guarantee <i>No Fixer® labor fees for handy work within the first 30 days of a new tenancy</i>	✓		

ADDITIONAL FIXER SERVICES*



HANDYWORK MAINTENANCE SERVICES

\$90/hour (1 hour minimum)—Materials billed separately



PROJECT MANAGEMENT

10% markup—Applies to projects that require multiple bids, multiple vendors or multiple days on-site



WARRANTY & HOA COORDINATION

\$50 Fee—Coordination that requires communication with an HOA or Warranty

*Materials, hourly labor, and vendor invoices will be billed separately.



livingroomrentals.com/maintenance/

503-929-5223

