



## **Professional Property Management**

*Dominique V. Higa, Broker*



Residential Properties

### **Owner Schedule of Rates and Fees**

#### **Management Fees:**

Single units:	10% with minimum of \$75.00.
2 – 4 units:	10% with minimum of \$50.00.
5 or more units:	Negotiable depending on number of units, location and condition.
Furnished, vacation rentals:	20% with minimum of \$200.00.
Lease up fee:	100% of one months' rent with minimum of \$500.00 and \$250.00 down.

**Consulting Fee:** \$50.00/off-site appointment. Upon execution of contract, will be used as clerical fee.

**Annual fee:** \$125.00 for the first unit.  
\$35.00 each for 1-4 additional units.  
\$25.00 each for 5-14 additional units.  
\$15.00 each for 15 or more additional units.

**Clerical fee:** \$50.00 for the first unit.  
\$20.00 for each additional unit.

**Reserve emergency fund:** \$350.00/single family home. Multiple units are negotiable.

#### **Maintenance Fees:**

Labor:	\$40.00/hour – minimum half hour.
Overtime Labor:	\$60.00/hour.
Trip Charge:	\$25.00/trip.
Equipment Usage:	\$50.00/usage.
Capital Improvements:	6% of total outside vendor invoices, plus labor, materials, trip for TNT Maintenance work (this is on any job over \$5,000.00).
Insurance Coordinating:	6% of total outside vendor invoices, plus labor, materials, trip for TNT Maintenance work.
Warranty/Builder repairs:	\$25.00/work request for coordinating with Warranty Company or Builder.
Large Outside Jobs:	\$25.00/work request for coordinating with outside vendor on jobs over \$1,000.00.
Special Projects:	\$25.00/hour total billing time and we will manage time.

#### **Other miscellaneous fees:**

Copy of video for owner:	\$50.00
MLS Referral fee:	25% of a full month's rent
Past due balance:	\$30.00/month past due

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