



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.
Lease up fee:	This is a one-time rental service which we charge 100% of one full months' rent with minimum of \$250.00 down (not refundable) with a "Lease Up Contract." This is not included in our full service management program.
Non-Rental Management:	Fees negotiated on a case-by-case basis.

Consulting Fee: \$50.00/off-site appointment. Upon execution of contract, can 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:	\$50.00/hour – minimum half hour.
Overtime Labor:	\$70.00/hour.
Trip Charge:	\$25.00/trip.
Equipment Usage:	Cost determined by type of equipment and/or rental costs.
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:

Regular USPS Mailing of Distribution Packet: \$5.00 per month.
Legal Notice: \$20.00 and up, depending on how notice is given.
Miscellaneous Advertising: please ask.

TNT, Inc.

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