



# Blackthorn Oak *Estates*

Call Us Today

587.296.3880

Thank you for your enquiry with respect to our Leasing and Property Management services. We offer full service Property Management; a more detailed list can be found at [www.blackthornoakestates.ca](http://www.blackthornoakestates.ca)

## Leasing

- Property Rental Evaluation
- Promotion, Advertising, Showing
- Rental Applications, Rent Deposits
- Tenant Selection, Reference Checks

## Property Management

- Rent Collection Monthly
- Ongoing tenant liaison
- Owner Net Rental Monthly Income Payout
- Non-resident withholding Tax Admin
- Monthly Financial Statements
- Lease Agreement prep & execution
- Move-in Property Condition Report
- Security Deposit Collection
- Utility services transfer
- Insurance Renewal payment (at owner request)
- Property Inspections & Follow-up
- Maintenance & Repair dispatch/invoice payment
- Security Deposit Administration

## MANAGEMENT AND LEASING:

**MANAGEMENT:** 8% of gross rent for lease term (*Min fee \$145.00*)

**LEASING:** 4% of gross rent for the lease term (*Min fee \$650.00*)

**VACANT INSPECTIONS:** \$22.50 per inspection

**MID TERM INSPECTIONS:** \$55.00 per inspection, initial inspection two months after new tenant possession. (*Additional as requested*)

**NON-RESIDENT TAX:** Budget and Administration (*as requested*)  
NR Tax Gross Management \$325.00  
NR Tax Net Management \$425.00  
Please speak to us if you are unsure what tax administration you qualify for.

**MISCELLANEOUS MONTHLY EXPENSE:** postage, copying, long term storage, etc. \$15/month

\*\*\*GST added to all fees\*\*\*