The GARCIA Group
GarciaGRP.com
GREAT RENTAL PROPERTIES LLC

GARCIA Group
MAINTENANCE SERVICES

Schedule of our Property Management Rates:

Start-up Fees:

Initial Property Set Up Fee: $150 + $50 per Unit
$500 Property Reserve Contribution. (Max $10,000 - Held in Clients' Trust Acct)
$75 Permanent Lock Box with Installation

Monthly Management Fees:

- 1-4 Units: 10% Occupied On-Board = $300 – Per Unit
- 5-10 Units: 9% Occupied On-Board = $250 – Per Unit
- 11-20 Units: 8% Occupied On-Board = $200 – Per Unit
- 21+ Units: 7% Occupied On-Board = $150 – Per Unit
- $10 per Unit Owner Benefits Package (OBP)
- City of Portland add additional 1% fee to manage the F.A.I.R. Ordinance

Incidental Fees: *

Management:
$200 Term Modification (re-lease) Fee for Rented Units
Rate for supplemental Owner Requested services: $75 per hour
Marketing:
$3 per vacant-day-marketed Zillow Ad Rate
Tenant Placement: 50% of 1st Month Rent
Maintenance:
$130 Unit Inspection Survey
10% Project Management Fee for Projects Over $1.000
Project Consulting Available by Request
Money:
$200 Year-end Tax Reporting

Allocation of our Property Management Services:

Management of Unit	Marketing & Leasing	Maintenance / Repairs	Money - Processing
Rent collection	Keys and lockbox	24/7 Emergencies	Rent deposits
Tenant warnings	Rent-ready insp.	Create work orders	NSF and Late Fees
Tenant notices	Input marketing	Assign Vendors	Security DPs
Roommate change	Take unit photos	Confirm appts.	Utilities Billing
FED filings	Install/remove sign	Verify completion	Invoicing Payables
First appearance	*Post online media	Close work orders	Repair Billing
Rent increases	Set unique caller ID	Review Invoices	Taxes & Insurance
*Term modification	Schedule tours	Manager recurring	Owner Reports
New tenant leasing	Screen prospects	Schedule seasonal	Tenant Ledgers
Move-in walk thru	Approve applicants	*Manage unit turns	Final Accounting
Process Move-out	Collect Hold DP	* Unit Surveys	Quarterly Review
*PDX Compliance	*Schedule move in	*Project Consulting	*Year-End Tax Prep

*Our Staff Excels at the **C.R.A.F.T.** of Property Management:*

· **C**ompliance **c**oordination · **R**eliable **r**epairs · **A**ccurate **a**ccounting · **F**riendly faces · **T**horoughly **t**rained ·

Licensed Real Estate Broker in Oregon and Washington
OR: 951100050 / WA: 23281 / CCB: 225881