

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)
- 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



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