

Living Room Property Management 2026 Menu of Services

FULL SERVICE
PROPERTY MANAGEMENT

SETUP—VACANT

\$400 Setup Fee + \$800 Maintenance
Reserve Fund (per unit)

- Initial condition inspection
- Hi-res marketing photos
- Owner & tenant portal access
- Onsite lockbox coordination



Home preparation is not included, see Vacant Unit Preparation Packages for maintenance coordination costs

SETUP—OCCUPIED

\$350 Setup Fee + \$800 Maintenance
Reserve Fund (per unit)

- Owner & tenant portal set up
- Tenant file audit
- Tenant introductions
- Onsite lockbox coordination



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 (utilities, yard care, repairs)
 - Formal & informal tenant communications
 - Annual tax documents including a cash flow statement & 1099
 - Monthly market update
 - Seasonal preventative maintenance coordination
- 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

Updated October 2025

Vacant Unit Preparation Packages

FULL SERVICE
PROPERTY MANAGEMENT

ONBOARDING COORDINATION*

	ONBOARDING OVERHAUL	ONBOARDING SUPPORT
Coordination Fee	\$.07/sq foot (\$125 minimum)	Included in setup fee
Property Inspection <i>(photos)</i>	✓	✓
Tenant-Ready Project Plan <i>(outlining the scope of work needed to prepare the home per the Rental Prelist)</i>	✓	✓
Vendor Coordination	✓	
Tenant-Ready Condition Report & Compliance Inspection <i>(photos)</i>	✓	✓ <i>1st inspection included, \$150 for each additional property visit</i>
Day Before Move-In Coordination <i>Finishing touches: spiff cleaning & locksmith</i>	✓	✓
Invoice Management	✓	
Handywork Maintenance Services	\$90/hr plus materials (1 hour minimum)	

ADDITIONAL FIXER SERVICES*



PROJECT MANAGEMENT

10% markup—Applies to projects that require multiple bids, multiple vendors or multiple days on-site



WARRANTY & HOA COORDINATION

\$50 Fee—Coordination that requires communication with an HOA or Warranty

*Materials, hourly labor, and vendor invoices will be billed separately.

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