

# MASON Property Management

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## Residential Property Management Fees

# 1

### Fee Level 1

**8 % of the gross monthly rent for:**

- Condominium and most freehold town homes
- Condominium apartments
- Multi-unit buildings - 5 to 8 units\*

# 2

### Fee Level 2

**10 % of the gross monthly rent for:**

- Single homes
- Multi-unit buildings – up to 4 units
- All properties located outside the city of Ottawa \*\*

\* Multi-unit buildings with more than 8 units – please call for a property evaluation

\*\* Mileage charges may apply, please ask for details

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## Services:

- Monthly rent collection
- Automatic rent increases according to the provincial guidelines
- Internet rental advertising included. Print advertising charged at the applicable rates
- Tenant screening – credit, employment, and reference check
- Move-in / move-out inspections and written deficiency report
- Coordination of trades for repairs and maintenance (including landscaping and snow removal)
- 24 hour emergency service
- Electronic monthly invoicing
- Direct deposit rent disbursement
- No new lease or turnover fees †

† New clients/contracts with vacant units are subject to a \$200 vacancy fee per unit.