



Professional Property Management

Dominique V. Higa, Broker



Residential Properties

Owner Schedule of Rates and Fees

Updated rates go into effect as of July 1, 2023. These fees are subject to change without notice.

Management Fees:

Single unit:	10% with minimum of \$100.00.
2 – 4 units:	10% with minimum of \$75.00.
5 or more units:	Negotiable depending on number of units, location, and condition.
Furnished unit:	15% with a minimum of \$150.00.
Lease up fee:	This is a one-time rental service which we charge 100% of one full month's rent with minimum of \$250.00 down (not refundable) with a "Lease Up Contract." Our full-service management program does not include this fee.

Non-Rental Management: Fees negotiated on a case-by-case basis.

<u>Annual fee:</u>	\$125.00 for the first unit.
	\$35.00 each for 1-4 additional units.
	\$25.00 each for 5-14 additional units.
	\$15.00 each for 15 or more additional units.

<u>Clerical fee:</u>	\$50.00 for the first unit.
	\$20.00 for each additional unit.

Reserve emergency fund: \$500.00/single family home. Multiple units are negotiable.

Maintenance Fees:

Labor:	\$60.00/hour – minimum half hour.
Overtime Labor:	\$90.00/hour – After hours and weekends.
Trip Charge:	\$25.00/trip. \$35.00/ "Out of Area" trip
Equipment Usage:	Cost determined by type of equipment and/or rental costs.
Capital Improvements:	6% of total outside vendor invoices, plus labor, materials, trip for TNT Maintenance work (this is on any job over \$5,000.00).
Insurance Coordinating:	6% of total outside vendor invoices, plus labor, materials, trip for TNT Maintenance work.
Warranty/Builder repairs:	\$25.00/work request for coordinating with Warranty Company or Builder.
Large Outside Jobs:	\$25.00/work request for coordinating with outside vendor on jobs over \$1,000.00.
Special Projects:	\$25.00/hour total billing time and we will manage time.

Other Miscellaneous Fees:

Consulting Fee: \$50.00/hour, please ask.
Regular USPS Mailing of Distribution Packet: \$5.00 per month.
Legal Notice Fees: \$20.00 and up. This fee will depend on how we are able to give notice to the resident.
Certified Mailing/Email with response required/Scheduling via Phone/Posting to Address
Miscellaneous Advertising: Please ask.

TNT, Inc.

402 White Spar Road, Prescott, AZ 86303

(928) 445-8000 Fax: (928) 776-7045

Email: homes@tntprescott.com / Website: www.tntprescott.com