



# LEASING SERVICES

Service	Includes	Fee
RENTAL ASSESSMENT REPORT	A rent report that outlines average rents along with a list of comparable properties and a suggested range for your property.	Free
INITIAL ON-BOARDING & LEASING FEE	On-boarding of new owner(s) and property, on-site property analysis & review. Marketing of property to include: online listing and signage (where applicable), prospect tour access, weekly check-ins while marketing is active, Resident screening, drafted lease document and addenda, Agent lead pre move-in inspection.	<p>Per Unit: \$300 - *Initial Onboarding *Not to exceed \$1000 for a property with multiple units</p> <p>Per Unit: \$150 - Subsequent Leasing</p>
MONTHLY MANAGEMENT	Including, but not limited to - Monthly financial statements. Resident rent collections. Coordination of routine service requests of occupied units. After-hours emergency maintenance responder. Mid-lease Resident addenda. Processing invoices (HOA, utilities, landscaping, repairs). Drive-by inspections. Move out accounting. Written Resident notifications/lease violations. Resident communications. Annual cash flow statement and 1099.	8% - 10%
LEASE RENEWAL FEE	Full property evaluation, rents analysis, and preventative maintenance coordination. Drafted lease renewal document and addenda.	\$50

# MAINTENANCE SERVICES



Service	Includes	Fee
INITIAL RENTAL PREP	Owner can hire Apex to Project Manage some or all of the Rental Prep List requirements during the on-boarding process.	10% of total project cost or \$75 per hour. Whichever is less.
WORK ORDER PROCESSING	Routine work order processing and scheduling for occupied units.	Included with monthly management fee.
BID PROCESS	Collection of bids. Service available for projects/repairs that exceed \$500.00.	\$25 per bid
PROJECT MANAGEMENT	Processing and supervision of any work that exceeds \$1500 (labor/materials). This applies to Section 6.f of the Management Agreement.	10% of total project cost or \$75 per hour. Whichever is less.