



Coco Tan, MBA, Realtor

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\$200 Million Sold!

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Property Management Fee Schedule

Ongoing Service Fees as Percentage of Monthly Rent	6%	8%	10%	12%	14%
Maintain conversation log/financial records/rental application and agreements	X	X	X	X	X
Issue termination letter	X	X	X	X	X
Conduct walk-through and return balance of deposit to tenant	X	X	X	X	X
Rekey/remove debris/move-out cleaning	X	X	X	X	X
Advertise upon notice of tenants vacating	X	X	X	X	X
Show property to prospective tenants	X	X	X	X	X
Run credit check on applicants	X	X	X	X	X
Interview/screen applicants, negotiate and complete rental agreement	X	X	X	X	X
Collect/deposit security deposit and first month's rent	X	X	X	X	X
Collect/deposit monthly rent	X	X	X	X	X
Conduct regular property inspection/respond to tenant's problem reporting		X	X	X	X
Maintain database of contractors/handyman who offers optimal solutions		X	X	X	X
Compile/mail quarterly statement		X	X	X	X
Compile/mail monthly statement			X	X	X
Compile/mail year-end statement for tax purposes			X	X	X
Conduct quarterly market research on rent for compatible properties			X	X	X
Issue notification letter to tenants regarding rent adjustment			X	X	X
Handle payment of mortgage/HOA fee/property tax				X	X
Update landlord on new rules/laws from city/county/state				X	X
Issue "3 days to pay or quit" letter to tenant				X	X
File lawsuit and represent landlord in court					X
Execute eviction in coordination with sheriff					X
Proceed to 3rd party collection companies					X
Recommend 1031 Exchange to maximize landlord's tax benefits					X