

BRM
Burgess Realty Management Ltd.

DATE:

Property:

These are the services provided to Landlords for the standard 10% commission:

All fees paid to Burgess Realty Management Ltd. are non-refundable.

- ✓ A detailed description of the unit and the terms of the rental are prepared.
- ✓ Helpful hints are provided on preparing your property for rent.
- ✓ Marketing plan for your rental.
- ✓ Tenant screening.
- ✓ Scheduled viewings with prospective Tenants.
- ✓ Presentation of all suitable potential Tenant offers (The Landlord will make the final decision).
- ✓ Prepare the Lease Agreement and once approved by the Landlord obtain the Tenant's and Landlord's signature and manage the Lease according to the agreed terms.
- ✓ Secure the Deposit, stamp duty and the first month's Rent prior to handing over the keys to the new Tenant
 - the stamp duty is equal cost borne between the Landlord and the Tenant
- ✓ Prepare the initial condition report and inventory schedule (if applicable).
- ✓ Disbursement of the monthly rents **once** the Tenant has paid along with a statement within two (2) working days.
- ✓ Conduct periodic property inspections, reports are forwarded for your information.
- ✓ Advisement of any maintenance problems encountered by the Tenants.
- ✓ Document the condition of the Premises at the check-out inspection and the remittance of the Deposit (if any) to the Tenant
- ✓ BRM will not be responsible for any legal proceedings whatsoever in regards to the Tenant or Premises under its management.

My goal is to assist you in any way to relieve you of the day-to-day Landlord responsibilities so you can do what you enjoy most. Please do not hesitate to contact me if you have any questions or require additional information.

If you would like the personal service of a small company with the knowledge of a large company you have made the right decision by using Burgess Realty Management Ltd. I look forward to working with you.

Sincerely,

Jil Burgess (Mrs.)
Agent