

In order to keep everyone on the same page our fee schedule will be released and added to your buildium account each year. The cost of inflation has caused some of the costs we charge to increase. Your monthly percentage will always remain the same. Please let us know if you have any questions. Thank you for your continued relationship in handling your portfolio.

## **2025 FEE SCHEDULE**

### **PLACEMENT/RENEWALS**

One Month Rent Fee for Renting a Vacant Property  
50% One Month Rent Fee for Advertising a Property & Owner Finding Tenant  
\$125.00 Renewal Fee

### **MAINTENANCE**

\$200.00 Inspection Fee at Renewal Time and/or Requested by Owner  
\$250.00 PHA Inspection Fee  
\$125.00 Smoke Detectors Battery Changed Annually  
\$125.00 HVAC Filters Changed Annually  
\$165.00 Combo HVAC & Smoke Detector Batteries Changed Annually

### **LICENSING - Cost of License and City Fees Passed On To Owner**

\$60.00 Fee Added to Renew Licenses and Keep PGW LCP Account Current  
\$150.00 Fee Added to Obtain New Tax Account Information Or New License

### **EVICCTIONS - Cost of Eviction, Time and Travel Passed On To Owner**

\$600.00 Eviction Minimum Deposit To File Eviction - Balance Billed When Eviction Is Complete  
\$200.00 Office Processing Eviction  
\$10.00 Certified Mail

### **L&I Compliance**

\$75.00+ Minimum Fee for Time Spent to Communicate with City Officials to Get Owner/Property in Compliance  
\$180.00 L&I Inspection Fee to Meet City Inspectors

### **WATER BILLS**

\$5.00 Fee Added to Each Water Bill for Paying Bills On Your Behalf

### **THIRD PARTY SERVICES**

\$50.00 Fee to Obtain Copy of Deed  
\$299.00 Virtual Staging For Advertising Vacancies

Please remember all invoices should be paid immediately. Any invoice exceeding 60 days with no payment will deducted from rents received.