

Gurpreet  
**VIRDI**

# MANAGEMENT PROPOSAL



Convenience, Dedication, Professionalism



Thank you for considering AREK REALTY GROUP for your property management needs. We offer comprehensive rental management with an emphasis on high quality service, and professionalism. We continually strive to ELEVATE the service we provide to our clients.

As a property manager we have both a legal and ethical responsibility to manage your property in a way that maximizes the potential rental amount and minimizes your cost of ownership. We work directly with you to accomplish just that. We exercise the same level of care and diligence in placing a tenant for you as we would for our own property.

As a general philosophy we never want our clients to stay with us because they are bound by a contract, we believe our service speaks for itself and our clients will stay with us because they choose to.

If you are interested in learning more about AREK REALTY GROUP or if you have any questions, please do not hesitate to contact us directly.

**Gurpreet Virdi**  
PROPERTY MANAGER / REALTOR  
AREK REALTY GROUP INC

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# Full Service Management Program

A comprehensive service designed for property owners needing a full time, professional, dedicated property manager for their rental investment property.

Everything from organizing maintenance, accounting services and day-to-day management is included. We work in all facets of rental property management. Our plans are flexible and enable the owner to choose the type of management that best suits their needs.

Our business is designed to keep owners informed on a constant basis regarding the operation of the property, without having their investment property be a strain on their day to day life. Owners can choose to be involved in the rental process from start to finish or leave it all up to us.



## How We Work For You

- Market your property to the public using the MLS system, corporations with Calgary offices, local relocation specialists and local websites to locate the best possible tenant. Keep in mind that many companies will only consider professionally managed properties for their employees.
- Place a sign on the lawn in high traffic areas to maximize exposure.
- Scrutinize every tenant and their application to the best of our ability.
- Negotiate and execute a favorable lease with the highest possible rental rate and the best rental terms.
- Collect a damage deposit equal to one months' rent and hold it in our trust account.
- Conduct a move in and move out walk through with the tenant.
- Collect monthly rent from the tenant on the first day of every month.
- Handle all repairs and maintenance issues with the property with consent of the owner.
- Attend to all revenue accounting and repairs then deliver to you by the fifteenth day of the month the net proceeds of the monthly rent along with a monthly statement.
- To regularly conduct property inspections to ensure that the tenant is keeping the property in a state of good repair.
- We guarantee that all inquiries will have a response within 24 hours.

# MANAGEMENT COSTS

**PLAN 1:** Tenant placement services ONLY. If and owner chooses to take on the daily management, we offer to...

- List the property for rent on MLS and other rental websites.
- Perform all advertising
- Perform background checks on all tenants
- Sign Lease (with owner as Landlord) and do move in inspection.
- Leasing Fee: Contact us for your custom rate

**PLAN 2:** Tenant placement services plus full-service management (10%).

- List the property for rent on MLS and other rental websites.
- Perform all advertising
- Perform background checks on all tenants
- Sign Lease and do move in inspection
- Collect rent and damage deposit then hold in our trust account
- Arrange and pay for repairs then deduct from rent (full disclosure)
- Pay rent balance to owner minus our monthly fee with statement.
- File NR6 and NR4 for client (\$200 fee for NR4) for non-residents.
- 24-hour emergency call line
- Leasing Fee: Contact us for your custom rate
- Management Fee: Contact us for your custom rate
- Lease Renewal Fee: \$200 + GST



## MANAGEMENT COSTS CONTINUED...

**PLAN 3:** Tenant placement services plus full-service management (13%)

- List the property for rent on MLS and other rental websites.
- Perform all advertising
- Perform background checks on all tenants
- Sign Lease and do move in inspection
- Collect rent and damage deposit then hold in our trust account
- Arrange and pay for repairs then deduct from rent (full disclosure)
- Pay rent balance to owner minus our monthly fee with statement.
- File NR6 and NR4 for client (\$200 fee for NR4) for non-residents.
- 24-hour emergency call line
- Management Fee: Contact us for your custom rate
- No additional leasing or lease renewal fees.



# WHY AREK REALTY GROUP INC?

We are a local company providing hands on client services

- Utmost commitment to client satisfaction, the client is number 1!
- Transparency throughout the entire transaction is our goal.
- We understand the direct relationship between good management and maximum cash flow.  
We aim to minimize owner costs.
- Our management fees are competitive and flexible keeping the client in mind.
- We view our management agreement not as just a contract, but as a partnership between our owners and AREK REALTY GROUP INC.
- BACKED BY ESTABLISHED GLOBALY RECOGNIZABLE BRAND! CENTURY 21

***Complete autonomy ensures that you will get the most competitive rates from service providers. We do not benefit in any way from the companies we hire to service your property. We take care of the cost then deduct It off the rent and provide receipts with full disclosure.***

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