



Your Property Management Solution

Owner Info Sheet

We charge 9% of the monthly rent for managing your property. We charge 1 month's rent as commission when we rent the property, including the reference/credit checks and preparing the lease. There is no charge to renew a lease with the same tenant. That is pretty much the industry standard commission charge, and it allows us to co-operate with real estate agents who often bring us good tenants. For the management fee, we start visiting the property and doing a complete walk through every week while it is vacant. During the heating season this is stepped up to twice a week. Once tenanted, the tenants open their own accounts for their utilities. Other companies do not charge until the property is rented, but then they do not do the inspections, which I think your property insurance would require. When the property is tenanted, we conduct two inspections per year and issue a written report to the owner. There is no mark up on plumber, electrician or other maintenance contractors' invoices, and we arrange all maintenance for you using licensed tradespeople. We get multiple quotes for jobs more expensive than \$500.00, and we use our discretion when a repair is urgent, such as a broken pipe, even if we cannot contact you in advance. We also operate an Emergency telephone service 24/7 for tenants to call in the event of an emergency. We pride ourselves in taking care of your property as if it was our own. We drive by every tenanted property once per month, and take a picture of it. You can tell a lot about how a house is being maintained from the outside, and if we see something of concern, we make arrangements for an additional inspection of the interior of the house. If a major renovation is required, we charge a project management fee of 8% of the net cost of the project, which is far below the average in the market for project management. We have to charge this as we spend a lot more time on the site ensuring your interest are being met by the contractors. We issue you a monthly statement, which includes copies of all receipts paid with regards to your property, and a complete annual financial report in January, for Income tax preparation. The monthly rent, less expenses which are included on the monthly statement, is directly deposited into your bank account. E&S Management Services Ltd. has teamed up with a real estate broker who, for a fee, will post your property on MLS. There are approximately 3,600 real estate agents who have access to these listings, therefore increasing exposure and increasing the prospects of renting the property. The owner, Scott Munro served with DFAIT as an Management Consular Officer for 40 years, including 8 postings and 3 long TD assignments over more than 30 years in total. He has built this business on providing the sort of services he would have wanted for his properties while he was abroad. Should you have any questions, do not hesitate to contact the office.

I have read and understand these terms (please check)

General Information

Last Name

First Name

Last Name

First Name

Property Address

Departure on Assignment (City, Country)

Departure Date

Expected Return Date

Phone 1

Phone 2

Phone 3

Email 1

Email 2

Utility Payments

Please select who is to pay for the following

	Owner	Tenant	N/A
Gas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electricity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Is your hot water tank owned or rented? Owned Rented

If your hot water tank is rented, will this be paid by you (owner) or the tenant?
Owner Tenant

Property Description

Type *(Select one)*

Single Attached Townhouse Apartment
Other (please specify)

Is your home part of a condo corporation? Yes No

Age of the home

Age of the Roof

Target Rent Amount

Duration of the lease

Available from

Available to

Overall Square Footage

Number of Bedrooms

Number of Bathrooms

Finished Basement Yes No N/A

Significant Upgrades (please specify)

Are pets ok? Yes No

Are smokers ok? Yes No

How is it heated?

Central A/C? Yes No

Mailbox Number (if applicable)

Parking (Please describe indoor/outdoor, included/extra, how many spots, guest, etc)

Appliances included:

If your home is in a building or condo, please describe the amenities (Security, pool, gym, etc)

Anything else we should know about your home?

Signature:

Date:

We look forward to looking after your home!

The team at E & S Management Services Ltd.

Please send completed form to marie-eve.leblanc@eandsmgmt.ca

