

# Mastre Property Management Ltd.

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Hello Prospective Client,

Thank you for your inquiry about our management services. Following is information on our services and fees as requested. Our website [www.calgaryhomerentals.com](http://www.calgaryhomerentals.com) also has additional information on our Company, along with current listings and videos. We are on-line to the Credit Bureau and do employment and landlord reference checks on prospective tenants. We rent to family or mature adult situations only. As well, you can specify restrictions such as no pets and non-smokers if this is your preference.

In our portfolio we have unfurnished properties only and rent for a minimum one year term. We usually begin advertising properties on our website as far as two months prior to the available rental date and place outside advertising about five weeks prior. We like to have a four to six week time frame to secure a tenancy. The market is strongest in the spring and summer months. Our minimum lease term is one year and if a longer term is requested approval is at your discretion.

Our company offers a complete leasing and maintenance service (about one-third of our clients reside out of the country) and the following is our fee structure:

- **Monthly Management Fee** (charged once property is leased and you have income)  
\*\*\* minimum of \$100.00 per month \*\*\*
  - 10% of monthly rent for residents of Canada
  - 12% of monthly rent for non-residents of Canada
- **\$500.00 Setup Fee** (One time charge to create your account with us.)
- **\$250.00 Leasing Fee** (Paid from the first month's rent of every lease.)  
\*\* waived on first lease with paid setup fee \*\*

We initially require a \$250 deposit to the trust account to offset outside advertising charges as we are not permitted to operate our trust accounts in a debit position. If the property rents quickly and funds are not required, they are returned to you.

We advertise the home on our website with complete details, map and a video tour of the interior. We also are in daily contact with the major corporate relocation companies in Calgary.

If you would like to proceed further, we would require you to fax us a completed copy of the "Prospective Client Property Feature Sheet" found on our website. Our fax number is (403) 258-1377. We can then give you an approximate rental range evaluation with this information. We look forward to hearing from you.

We thank you for the interest in our services,

Jerry Mastre (President/Broker)

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