



## ***COAST REALTY PROPERTY MANAGEMENT SERVICES PROVIDED***

Property Management Fees are 10% of monthly rent taken plus GST, a minimum charge of \$50, and a maximum charge of \$100 per suite and/or unit.

The list of services provided to you include:

- All advertising of your rental property on our rental list and our website until property is rented.
- Showing prospective tenants your rental property to confirm suitability.
- Application for Rental Accommodation form will include references, landlords, plus a credit check.
- An inspection report signed by both tenant and property manager at the time of tenancy and end of tenancy.
- A six-month check-up of the rental unit.
- No tenant to be accepted without a security deposit.
- A written monthly statement of accounts plus original, paid invoices to the owner.
- A year-end summary of all expenses and credits available upon request.
- On the fifth day of the month, an automatic eviction notice to the tenant if payment is late, with 5 days to pay the full amount of the rent, or the tenant will be evicted on the 15<sup>th</sup> of the month.
- To act as liaison between landlord and tenant.
- To notify the owner if a tenant's expense (furnace breakdown, etc.) is over \$500.00.
- All security deposits will be put into landlord's bank and are the responsibility of the landlord.

All rental cheques are made out to Coast Realty Group Ltd., from which monies pertaining to the Property Management Fees, GST, and repairs to the property are deducted. The remainder monies are directly deposited into the owner's bank account, no later than the 15<sup>th</sup> of the month.

If you have any questions or comments, please feel free to call us anytime.

**Your Property Management Team  
Coast Realty Group**

Nanaimo/Gabriola/Ladysmith: 1-800-779-4966 or (250) 760-2234 or [property@coastrealty.com](mailto:property@coastrealty.com)

Parksville/Qualicum Beach: 1-888-954-4433 or (250) 248-8371 or [homerentals@shaw.ca](mailto:homerentals@shaw.ca)

Port Alberni/Alberni Inlet/Ucluelet/Tofino: 1-888-723-1800 or (250) 723-1820 or [jackiesharp@shaw.ca](mailto:jackiesharp@shaw.ca)

Courtenay/Comox Valley: 1-800-715-3999 or (250) 897-3999 or [coastcv@island.net](mailto:coastcv@island.net)

Campbell River: 1-800-563-7322 or (250) 287-2000 or [crpropertymanagement@telus.net](mailto:crpropertymanagement@telus.net)

Powell River: 1-877-485-4231 or (604) 485-2421 or [propertyrentals@shaw.ca](mailto:propertyrentals@shaw.ca)