



FEE STRUCTURE AS OF JULY, 2007

Leasing Fee - \$750.00 +GST Includes the following:

1. All advertising for up to 3 months
 - a. Power Properties web site
 - b. Rentfaster web site
 - c. Home rent web site
 - d. Renters Guide Publication
2. Commission to our leasing agents
3. Recoding the locks to our master key upon tenant move in
4. Vacant Property Inspections
5. Prescreening calls from prospective Tenants before showing the property
6. Showing the property
7. Preparing the Application to Lease
8. Taking the first months rent as a rental deposit
9. Checking the landlord reference
10. Confirming the employment
11. Obtaining a credit report
12. Preparing the formal lease and getting it signed before move in
13. Completing a move in inspection report in accordance with the Residential Tenancies Act
14. Taking a complete video of the interior and exterior of the home

Management Fee – 12% of the Monthly Rent Includes the Following:

1. Collecting the monthly rent and depositing it into our audited trust account
2. Follow up on delinquent rents if required
3. Responding to maintenance requests from the tenants and owners
4. Maintaining a 24/7 emergency response system
5. Paying on your behalf any costs incurred for the maintenance of the property.
6. Preparing monthly financial reports on the property and emailing them to the owner at the end of each month
7. Electronically sending the net proceeds of the property to the owner's bank account between the 20-25th of the current month.
8. Carrying out formal inspections of the property 3 months after a new tenant and annually for existing tenants with copies sent to the owner.

Non Resident Administration Fees – As per Attached Schedule

1. Preparation of annual budget to submit to Canada Revenue Agency (CRA)
2. Filing of NR6 on behalf of the owner
3. Deducting and remitting the appropriate Non Resident Withholding Tax
4. Preparing annual NR4 summaries and sending them to the CRA and the owner.
5. Preparing the Section 216 Non Resident Income Tax Return as required

**NON-RESIDENT TAX ADMINISTRATION FEE SCHEDULE FOR THE TAXATION YEAR
ENDING DECEMBER 31, 2007**

Property Address _____ Owner _____

BASIC FEE STRUCTURE

1. (a) WHEN AN NR6 IS SIGNED – Preparation of budget, obtaining approval of the budget, monthly deductions and remittances, preparation and filing of NR6 & NR4.
..... \$250.00+GST

OR

(b)WHEN NO NR6 IS SIGNED – Monthly deductions and remittances to Revenue Canada, preparation of NR4. \$95.00 + GST
2. Spousal surcharge for 1(a) above. \$ 50.00+ GST
3. Surcharge each for additional property managed by Power Properties Ltd. Re: 1(a) above.
..... \$ 50.00+ GST

REFUNDABLE RESERVES HELD WHEN NR6 PREPARED

1. Preparation of the first tax return + GST \$175.00
2. Preparation of spousal tax return. + GST. \$ 75.00



PLEASE CHOOSE ALTERNATIVE "A" OR "B" BELOW

ALTERNATIVE "A" – NR6 IS SIGNED BY OWNER AND AGENT

REFUNDABLE RESERVES (Upon Receipt of proof Of filing by June 1:

- 1. Reserve for Preparation of tax return. \$175.00
- 2. Reserve for spousal return if applicable _____

SUB TOTAL _____

GST _____

TOTAL REFUNDABLE RESERVE _____

FEES:

- 1. Basic NR6 Administration Fee. \$250.00
- 2. Spousal surcharge if applicable (\$50.00). _____
- 3. Surcharge for additional properties (\$50.00 X) _____

SUBTOTAL NON-RESIDENT ADMINISTRATION FEES. _____

GST (6% OF SUBTOTAL ABOVE) _____

TOTAL FEES & TAX _____

TOTAL RESERVES / FEES & TAX _____

MY RENTAL INCOME TAX RETURN FOR THE 2007 & 2008 TAX YEAR WILL BE PREPARED BY:

- _____ Myself
- _____ Power Properties
- _____ Other (please identify) _____

ALTERNATIVE "A" APPROVED _____

Signature of Non-Resident

ALTERNATIVE "B" – NO NR6 IS SIGNED

- 1. (b) Monthly deduction of 25% of gross rentals and remittance to Revenue Canada, preparation of NR4. \$ 95.00
- GST ON FEE \$ 5.70
- TOTAL PAYABLE. \$ 100.70

ALTERNATIVE "B" APPROVED _____

Signature of Non-Resident