



RE/MAX RENTAL ADVISORS  
OWNER MANAGEMENT PACKAGE

#201 5626 72 Street NW, Edmonton, Alberta, T6B 3J4  
4034 16 Street SW, Calgary, AB T2T 4H4

Phone: 1(800)704 8086; Email: [info@rentaladvisors.ca](mailto:info@rentaladvisors.ca)

[www.rentaladvisors.ca](http://www.rentaladvisors.ca)

## About the Company

**RE/MAX Rental Advisors** is a Full-Service Residential Property Management and Realty company. Our goal is to maximize the cash flow of your property **WITHOUT** the headaches.

We know that life is busy and stressful without having to worry about carrying the mortgage on your vacant property or whether your tenants are paying rent on time, or if their taps are leaking. That's where Rental Advisors steps in.

Imagine a monthly rental income with no headaches. Once you sign up, we come in and take pictures of your property, advertise, and show it, accept tenant applications, screen each applicant and manage your property during the term of the tenancy. You just sit back, relax and enjoy the benefits of renting!

At RE/MAX Rental Advisors, you are not just a number but a **VALUED** client. We pride ourselves on our client relations. We will keep you informed on all stages regarding your property and tenant status. We value your business but most importantly... you.

## Our Services

At Rental Advisors we **ELIMINATE** the stress and the headaches of renting out your property. Our services include the following:

- Provide a thorough market assessment for potential rental income
- Take pictures of your property and advertise your property on multiple websites
- Show your property to prospective tenants and accept applications
- Provide owner updates on tenant placement status
- Screen applicants via credit check, seek employer verification as well as a current or past landlord reference
- Sign a lease on your behalf with the qualified tenant.
- Handle move-in/move-out inspection and security deposit
- Collect rent on a monthly basis, direct deposit of your rental money to your account each month and provide monthly financial statements
- Handle all maintenance issues during the tenancy period (Tenants are provided an emergency paging line for after hour maintenance issues)
- In cases where necessary, handle and perform all eviction procedures
- Perform up to two inspections per year during the tenancy period. Inspections are done at the owner request
- Perform move-out inspection and the returning of security deposits (after deduction of damages)

**REAL ESTATE SERVICES:** Whether you are purchasing, selling or wish to investigate the possibilities, we care about your needs and will take the time to provide personal attention and 100% client satisfaction. We promise to provide the most professional, ethical and informed real estate services in the Industry. Our most important assets are honesty and integrity, whereby our clients become our friends. We will provide you with a current **FULL MARKET EVALUATION** of your home absolutely, **FREE** of charge.

# PROPERTY DETAILS SUMMARY:

Property Address: \_\_\_\_\_

Community: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Year Built: \_\_\_\_\_ Square Footage: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_

Bonus Room: ☐ Yes ☐ No Den: ☐ Yes ☐ No

Style of Home: \_\_\_\_\_ Parking Type: \_\_\_\_\_

Furnished: ☐ Yes ☐ No

Flooring Type: ☐ Laminate ☐ Hardwood ☐ Vinyl Plank ☐ Carpet ☐ Lino ☐ Tile  
☐ Other \_\_\_\_\_

Basement Finished: ☐ Yes ☐ No ☐ N/A Landscaped: ☐ Yes ☐ No ☐ N/A

Fenced: ☐ Yes ☐ No ☐ N/A Existing/Previous Pets: ☐ Yes ☐ No

Heat/Furnace: \_\_\_\_\_ Sprinkler System: ☐ Yes ☐ No

Smoke Alarm System: ☐ Yes ☐ No Canada Post Mailbox: ☐ Yes ☐ No

Mailbox # and Location: \_\_\_\_\_ (Canada Post Section and or Box Number/Delivered to the Property)

Utilities included: ☐ None ☐ Heat ☐ Water ☐ Power ☐ Cable ☐ Phone ☐ Internet  
☐ Other: \_\_\_\_\_

Inclusions: ☐ Fridge ☐ Stove ☐ Dishwasher ☐ Microwave ☐ Washer ☐ Dryer  
☐ Freezer ☐ AC ☐ Window Coverings ☐ Fireplace  
☐ Other: \_\_\_\_\_

Small Pets Allowed\*\*: ☐ Yes ☐ No Pet Restrictions: \_\_\_\_\_

Suggested Rental Amount: \* \$ \_\_\_\_\_

Date Available: \_\_\_\_\_ Are you currently occupying the property: ☐ Yes ☐ No

Move-out Date: \_\_\_\_\_

Do you currently have tenants: ☐ Yes ☐ No

Name of Tenants: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_ Amount of Security Deposit of Current Tenant(s): \$ \_\_\_\_\_

Move Out Date: \_\_\_\_\_

Is the building/complex managed by Condo Management Company and/or do you pay condo fee? Yes ☐ No ☐

\* In consultation with the property manager

\*\* This is only an option for attached and detached homes



# **CONDOMINIUM SPECIFIC PROPERTY DETAILS SUMMARY:**

Condo/Project Name: \_\_\_\_\_ Floor # \_\_\_\_\_

Elevator: ☐ Yes ☐ No Parking Stall #: \_\_\_\_\_

Visitor Parking: ☐ Yes ☐ No Buzzer #: \_\_\_\_\_

Garbage Disposal Code & Location: \_\_\_\_\_

Storage # and Location: \_\_\_\_\_

Condo Management Company/Site Manager Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## **Condo Amenities:**

☐ Gym ☐ Pool ☐ Party Room ☐ Guest Suite ☐ Other \_\_\_\_\_

Please specify location for Condo Amenities \_\_\_\_\_

Barbeque: ☐ Yes ☐ No

If yes, specify \_\_\_\_\_

Condo Bylaw Restrictions: Age ☐ Yes ☐ No If yes, minimum age: \_\_\_\_\_

## **Warranties** (This section applies for Condos and Single Family Homes)

Any Warranties : Yes No

New Home/Builder Warranty: Yes No If Yes Valid Until Date \_\_\_\_\_

Appliances Warranty: Yes No If Yes Valid Until Date \_\_\_\_\_

Other Yes No If Yes Type \_\_\_\_\_ Valid Until Date \_\_\_\_\_

Any Other Comment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## PROPERTY MANAGEMENT AGREEMENT

This Agreement made as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(the "Owner" – as described on the Land Title)

-and-

**RE/MAX Rental Advisors**

(the "Property Manager")

WHEREAS the Owner wishes to engage the Property Manager to manage the Property subject to the terms of this Agreement and the Property Manager has agreed to so act

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and the mutual covenants and agreements herein contained, the parties hereto do hereby covenant and agree each with the other as follows:

### (1) Property

The Owner hereby appoints the Property Manager to manage the premises municipally described as

\_\_\_\_\_ in the city/town of \_\_\_\_\_ in the province of Alberta.

(the "Property" Address)

### (2) Appointment of Property Manager

The Owner hereby appoints the Property Manager to be its sole and exclusive representative and agent of managing the Property. The Property Manager shall negotiate and enter into such contracts and agreements on behalf the Owner as may be necessary in order to fulfill the Property Manager's duties under this agreement. The Owner hereby appoints the Property Management as agent and authorizes the Property Manager to sign, execute and deliver all leases, service contracts, notices or other documents and to terminate any lease on the Owner's behalf.

### (3) Acceptance of appointment as Property Manager

The Property Manager hereby accepts such appointments and agrees to manage the Property on behalf of the Owner and to perform the duties as more particularly set out in this agreement in a faithful, diligent and honest manner.

#### (4) Term

The Owner hereby engages and appoints the Property Manager to be its sole and exclusive representative and agent for a term commencing \_\_\_\_\_, 20\_\_\_\_ and continuing on a monthly basis thereafter unless terminated in accordance with this Agreement.

#### (5) Duties of the Property Manager

The Property Manager agrees to manage the Property on behalf of the Owner during the term of this Agreement and to enter into such contracts and agreements as the agent of the Owner as may be necessary to perform the following duties:

- (1) To advertise and show the Property to prospective tenants.
- (2) To accept and process all applications submitted by potential tenants, including credit checks, employer verification and reference checks, all where applicable.
- (3) To negotiate and execute any lease for the Property, to conduct a move-in inspection and move out inspection.
- (4) To handle all security deposits in accordance with the Residential Tenancies Act, Alberta.
- (5) To conduct any court proceedings required as result of a tenant breaching a lease agreement, in accordance with the conditions herein.
- (6) To conduct repairs and maintenance of the Property.
- (7) To collect the rental amounts on behalf of the Owner and to establish a trust account for the collection of such amounts.

#### (6) Fees

##### (a) Management Fee:

The Owner agrees to pay the Property Manager a management fee which shall be the greater of:

- I. 10% of the GROSS rental amount, plus GST, payable monthly; OR
- II. ~~\$150.00 plus GST, payable monthly.~~ **II. \$125.00 plus GST, payable monthly**

The Owner acknowledges that the Management Fee will be deducted from the rent money collected and the Owner authorizes the Property Manager to deduct the Management Fee. In the event the Tenant is in default and is not paying rent, the Management Fee shall still be payable to the Property Manager. There will be no Management Fee payable until a tenant is placed in the Property.

**(b) Tenant Acquisition Fee Or Transfer Fee**

(i) The tenant acquisition fee is to secure a new tenant and will be charged in the amount of **\$499.00** plus GST upon the first rent collection. This fee includes initial site visit, photos, advertising, showings, screening, lease agreement and move-in inspection for a new tenant. **OR**

(ii) A transfer fee to transfer existing tenants to our processes will be charged in the amount of **\$499.00** plus GST upon the first rent collection.

**(c) Lease Renewal Fee:**

An administration fee of **\$199.00** plus GST is payable upon Lease Renewal. This will apply only when the existing tenant and the owner agreed to renew the lease for another term.

**(7) Re-advertising / Leasing Fee**

Any time the Property needs to be re-listed in the future to secure a new tenant, a Re-advertising / Leasing fee will be charged in the amount of **\$399.00** plus GST, upon current tenant notification. The fee covers advertising of the property on different websites, showings, screening, new lease agreement and move-in inspection. The Re-Advertising Fee shall be deemed to be fully earned by the Property Manager upon payment and shall not be refundable.

**(8) Termination of Services**

- (a) **Immediate** - In the event that you decide to terminate your contract with the RE/MAX Rental Advisors at any time after this contract is signed and before a Tenant has been placed into your property, a termination fee of **\$350.00** plus GST will apply. The termination will be effective immediately upon notice.
- (b) **After Tenant Placement (Tenant remains in property)** - The owner may specify a termination date for this agreement (the "Termination Date") as long as the owner provided 2 full calendar months written notice. If the owner initiates the termination, a fee of **\$750.00** plus GST will apply. The date on which the termination notice is given until then the Termination Date shall be referred to as the Termination Period. All fees and other amounts which are payable pursuant to this Agreement shall be payable during the Termination Period. On the Termination Date, the Owner shall assume the obligations and liabilities of and all contracts, agreements and commitments made between the Property Manager and various parties, including any tenants.
- (c) **After Tenant Placement (Tenant does not renew lease)**- The owner may specify a termination date for this agreement (the "Termination Date") by written notice. The date on which the termination notice is given until the Termination Date shall be referred to as the Termination Period. All fees and other amounts which are payable pursuant to this Agreement shall be payable during the Termination Period.
- (d) **Market Conditions** - In the event the property does not rent after a reasonable amount of time (minimum 3 months) due to rental expectations not meeting market conditions, the Property Manager at their sole discretion may opt for immediate termination.
- (e) **Non-Compliance and Non-Communications** - In the event the Owner fails to comply with the terms of this Agreement and or the Laws of Alberta, the Property Manager may opt for immediate termination. In the event the owner does not respond in a timely manner to the communications from the Property Manager, the Property Manager may opt for immediate termination of services and/or make decisions on behalf of the owner.



### **(9) Property Defect Disclosure/Move-In Condition**

The Owner hereby represents that the Property is free from material and latent defects. The Owner acknowledges that the property must be in move-in condition for new tenants. Move-in condition may include such cleaning and repairs as required by the Property Manager in its sole discretion. This includes extended periods of vacancy in between periods of tenancy, where cleaning may be required. The Owner agrees that the cost of any work required to ensure that the Property is in move-in condition will be the responsibility of the Owner. In the event the Property is not in move-in condition prior to commencement of the tenancy, in the sole discretion of the Property Manager, the Property Manager will make arrangements at contractor rates to have the Property cleaned and repaired to ensure the Property is in move-in condition.

In the event that a tenant is not satisfied with the condition of the property on the move-in date, the Property Manager shall have the authority to provide the tenant with a credit, in an amount to be determined by the Property Manager, which shall be deducted from the first month's rental income payment.

### **(10) Wear and Tear versus Damages**

Tenants will not be charged for reasonable wear and tear. Reasonable wear and tear include deterioration of the Property that occurs during normal use of the Property. Deterioration from normal use, may include, without limitation, paint fading, electrical switches wearing out and breaking, pull strings on blinds fraying or breaking, carpet and tile wear or discoloration. Alternatively, a tenant would be responsible for damage to the Property. Damage would include, without limitation, an extreme build-up of dirt, mold, and stains on carpets or broken windows. Failure to repair alterations to the Property would be considered damage also. For example, the tenant cannot leave large holes in the walls from shelving or hanging pictures and cannot repaint the walls to significantly change the color.

### **(11) Enforcement Costs**

In the event that a tenant is in default of the lease agreement, the Property Manager may be required to commence a court action, or other proceeding as required by the Residential Tenancies Act, Alberta, on behalf of the Owner. In this event, the Property Manager shall advise the Owner and obtain the Owner's consent prior to commencement of the proceeding. For normal court proceedings, including preparation of court documents, court filing, and court appearance, the cost shall be at contract market rates plus 10% service fee to be paid to the Property Manager. Once a judgment has been obtained, it will be transferred over to Collections.

In the event of a tenant's default which requires eviction of the tenant, the Owner authorizes the Property Manager, at the expense of the Owner, to commence all required court proceedings pertaining to the eviction of the tenant. The Owner hereby authorizes upon receiving consent, the Property Manager to sign and serve all notices, file all claims, and to negotiate, settle, compromise and release such actions or suits, or reinstate such tenancies in the sole discretion of the Property Manager. If bailiff services are required, then additional cost will be based on contractor market rates plus 10% service fee to be paid to the Property Manager.

### **(12) Repairs and Maintenance**

The Owner, at its sole cost, authorizes the Property Manager to maintain and make necessary repairs to the Property during the Term of this Agreement. The Property Manager shall not authorize any work, repairs, alterations, redecoration in the name of the Owner estimated to cost in excess of \$600 (prior to service administration fee and GST) without the consent of the Owner. Notwithstanding anything herein, if the nature of the work, repairs, or alterations is of an urgent nature such that the failure to complete



may cause personal injury to the tenants or impair the living quality for the tenants to a substantial degree, the Owner authorizes the Property Manager to complete such work, repairs or alterations without consent of the Owner, regardless of the cost. The Owner acknowledges and agrees that the Property Manager may engage any person, firm or corporation to perform any work or services within the scope of the Property Manager's duties under this agreement. If an emergency call occurs, the Owner of the Property will be notified as soon as possible.

The Owner hereby authorises the Property Manager to proceed with emergency repairs at owners expense, in the opinion of the Property Manager, an emergency or imminent danger of damage to the Property, then the Property Manager, its servants, agents and independent contractors shall have immediate right of entry to the Property without notice.

If the Owner does not authorize the Property Manager to make repairs, which in the discretion of the Property Manager should be completed, the Owner will be in default of this Agreement and the provisions of Section 21 herein shall apply.

The Property Manager shall charge a service administration fee in the amount of 10% plus GST of the cost of the repairs and maintenance to a maximum of \$250 for a single maintenance occurrence.

### **(13) Insurance**

The Owner agrees to carry, at their own expense property insurance, with such coverage as would be maintained by a reasonable prudent owner, including without limitation coverage for the full replacement value of the Property, and also including liability insurance with a minimum limit of \$1,000,000. The Owner shall provide a copy of the insurance policy to the Property Manager upon request.

### **(14) Property Taxes**

The Owner agrees to pay all municipal property taxes due on for the Property.

### **(15) Rental Money**

The Property Manager shall collect rent each month from the Tenant. The Property Manager shall provide the rental income to the owner on the 22<sup>nd</sup> of every month. If the 22<sup>nd</sup> falls on a weekend or holiday the money will be deposited on the following business day. In addition, the Property Manager shall provide the Owner with a statement by the end of the month. The rental income shall be paid to the Owners through direct deposit therefore the Owner will be required to provide a void cheque.

Deductions from the rental income will be made for the Management Fee, any repairs or maintenance that is required, as well as any other expenses that are incurred by the Property Manager in accordance with this Agreement.

### **(16) Security Deposits**

The Owner agrees that all security deposits will be held in trust by the Property Manager and will be dispersed at the Property Manager's discretion. The security deposit, and any interest thereon, shall be maintained in accordance with the Residential Tenancies Act, Alberta. The Owner agrees that any and all interest incurred on the security deposit during a tenant lease will be paid to the Property Manager who will in turn pay any interest owing to the Tenant upon termination of their lease as prescribed by the Residential Tenancies Act and any excess interest is payable to the brokerage.

### **(17) Other Expenses**

The Owner agrees that the Property Manager will re-key the property at the end of each tenancy period, at the Owner's expense. This includes lost keys due to theft or vandalism of company lock boxes.

### **(18) Inventory of Furnishings**

If the Owner chooses to leave any furnishings or goods in the Property, a list outlining the inventory must be provided to the Property Management Company prior to having a tenant move into the Property (This does not include personal items). The Property Manager will have the Tenant acknowledge responsibility for the goods if required by the Owner. Regardless of whether a list is provided, the Property Management Company will not assume any responsibility for the furnishings or goods.

### **(19) Condo Bylaws/Policies**

It is the responsibility of the owner to provide up-to-date Condo Bylaws and any policies to the property manager at all times. In the event that up-to-date Condo Bylaws and policies are not delivered to our office, any fines levied cannot be billed to tenants. The owner will be responsible for these fines.

### **(20) Utilities**

Until a tenant has expressly taken over responsibility for the utilities pursuant to the lease agreement, the Owner shall, at its sole cost, be responsible for supplying utilities to the Property, including when the Property is vacant.

### **(21) Snow Removal and Landscape**

The Owner shall be responsible for snow removal and landscaping/lawn mowing at all times while the Property is vacant. These services can be organized for the Owner by the Property Manager at the Property Manager's contractor rates.

### **(22) Default**

In the event that payment of any of the monies payable to the Property Manager pursuant to the terms of this Agreement are not made, or in the event that the Owner fails to comply with any of the covenants or agreements herein, the Property Manager may at its option cease all of its obligations herein and deem this Agreement to

be repudiated forthwith, on the occurrence of such default. Any payment not made by the Owner to the Contractor on the date specified herein shall bear interest at a rate of 12% per annum. The Owner hereby agrees to charge the Property for any monies, including interest, owed pursuant to this Agreement and agrees that the Property Manager shall have the right to register a caveat against the Property claiming this interest.

### **(23) Administrative Fees**

The Owner agrees that administrative fees charged to the tenant(s) as per conditions on their Lease Agreement will be paid to the Property Manager to compensate for additional administrative duties required by the Property Manager. This includes Late fees, NSF fees, etc., at the Property Manager's discretion.

### **(24) Assignment of Contract**

The owner acknowledges that the Property Manager reserves the right to assign or sell this contract as upon provision of written notice to the Owner.

### **(25) Limitation of Liability**

The Property Manager will take all appropriate steps to ensure the maximum possible revenue is received from this Property. However, the owner accepts ALL risks which arise from the ownership of the rental property. This includes, but is NOT LIMITED to, the risk of vacancy, damage, ANY maintenance and repairs, unpaid rent and any unlawful act committed by any person who is not an employee of the Property Manager.

### **(26) Indemnity**

The Property Manager shall not be liable to the Owner for any arrears in the collection of payments due from tenants or as result of any damage or other loss affecting the Property or for anything which the Property Manager may do or refrain from doing; nor shall the Property Manager be liable to the Owner for failure to perform any of the obligations set forth in this Agreement if such failure is occasioned by or results from destruction or damage to the Property by fire or other casualty or any other act or cause which is beyond the reasonable control of the Property Manager.

The Owner shall, during and after the termination of this Agreement for a period of 2 years, indemnify, defend and hold harmless the Property Manager against any and all damages, suits, claims or injuries to persons or property, actions obligation, liabilities, costs, expenses and fees by reason of any cause whatsoever which the Property Manager may become liable for or suffer by reason of any breach, violation or non-performance by the Owner of any covenant, term or provision herein or be reason of any injury occasioned to or suffered by any person or persons or any property damage when the Property Manager is carrying out the provisions of this Agreement or acting upon the directions of the Owner.

In the event the owner fails to comply with the laws of Alberta or the terms of this agreement, the Property Manager may opt for an immediate termination.



### (27) Non-Resident Tax Implications

The Owner represents that they are not a non-resident of Canada in accordance with the Income Tax Act, Canada. The Owner shall notify the Property Manager if they become a non-resident of Canada at any time during the term of this Agreement. The Property Manager is responsible and will notify the Canada Revenue Agency on the Owner's behalf if the Owner becomes a non-resident during the Term of this Agreement. The Canada Revenue Agency requires all non-residents to pay income tax on rental income earned in Canada.

If you receive rental income from real or immovable property in Canada, the Property Manager must withhold a non-resident tax of 25% on the gross rental income paid or credited to you. The Property Manager will provide you with an annual NR4 slip that you may use for tax filing purposes. The NR4 information return is due on or before the last day of March, following the calendar year to which the information return applies, or in the case of an estate or trust, no later than 90 days after the end of the estate's or trust's tax year.

Subsequently, when you file your personal taxes, you may claim all tax-deductible expenses. Please consult with a tax accountant for tax filing purposes.

More information can be found at <http://www.cra-arc.gc.ca/>.

Are you currently / will you be a non-resident of Canada (residing in Canada for less than 183 days per year)? Yes ☐ No ☐

If yes, when did you move or when you are planning to move \_\_\_\_\_

A service administration fee of \$25 plus GST per month will apply

### (28) Tenant-Placed Buyer

In the event a tenant that is placed by Rental Advisors and the tenant would like to enter into sales agreement with the owner, the owner agrees to enter into fees agreement with The Property Advisors Team (sales division of RE/MAX Rental Advisors).

### (29) Relationship between the parties

Notwithstanding anything herein, the relationship of the parties hereto shall be that of principal and agent, and all duties to be performed by the Property Manager under this Agreement shall be for and on behalf of the Owner, in the Owner's name, and for the Owner's account. In taking any action under this Agreement, the Property Manager shall be acting as agent for the Owner, and nothing in this Agreement shall be construed as creating a partnership, joint venture, or any other relationship between the parties to this Agreement except that of principal and agent, or as requiring the Property Manager to bear any portion of losses arising out of or connected with the ownership or operation of the Property. Nor shall the Property Manager at any time during the period of this Agreement be considered a direct employee of the Owner. Neither party shall have the power to bind nor obligate the other except as expressly set forth in this Agreement, excepting that the Property Manager is authorized to act with such additional authority and power as may be necessary to carry out the spirit and intent of this Agreement.

### (30) Standard Terms

Should any part of this Agreement for any reason be declared invalid, such declaration shall not affect the validity of any remaining portion, which remaining portion shall remain in full force and effect as if this Agreement had been executed with the invalid portion thereof eliminated.

Upon at least 30 days prior notice provided to the owner, the Property Manager may revise any of the fees charged to you pertaining to this contract. Time shall be of the essence of this Agreement and no extension or variation of this Agreement shall operate as a waiver of this provision. Descriptive headings are inserted solely for convenience of reference. They do not form a part of this Agreement and are not to be used in interpreting this Agreement.

This Agreement embodies the entire agreement of the parties with regards to the matters contained herein, and no other agreement shall be deemed to exist except as entered into in writing by both parties to this Agreement.

This Agreement shall be interpreted, construed, administered and enforced exclusively in accordance with the laws in force from time to time in the Province in which the Property is situate.

### (31) Owner Contact Information

The owner shall provide below the direct contact information that the property manager may use for future use. The Owner shall be obligated to advise the Property Manager in writing of any changes to their detailed contact information as soon as the changes are effective.

The owner is required to ensure they contact Canada Post to initiate forwarding of all mail prior to a tenant placed in the property.

The Owner shall use its best efforts to respond to the Property Manager as soon as possible. In the event the Owner fails to respond to the Property Manager within a reasonable period of time, as determined by the Property Manager, the Property Manager may at its option cease all of its obligations herein and deem this Agreement to be repudiated forthwith.

The Property Manager shall not be liable to the Owner for any damages, suits, claims or injuries to persons or property, actions obligation, liabilities, costs, expenses and fees by reason of such termination. The Owner shall provide the Property Manager with the emergency telephone number or numbers that the owner may be reached in respect of any emergency.

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone: Cell \_\_\_\_\_ Contact Name: \_\_\_\_\_

Secondary Phone: Cell \_\_\_\_\_ Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION (not in your household):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

This contract executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
RE/MAX Rental Advisors

### Owner Requirements:

Please note that for us to begin services for your property, the following items are required:

- |   |  |
|---|--|
| <input type="checkbox"/> SIGNED CONTRACT                          | <input type="checkbox"/> ADMIN FEE   |
| <input type="checkbox"/> VOID CHEQUE/BANKING INFO                 | <input type="checkbox"/> 3 SETS OF KEYS (Condos: 4-unit keys are required)     |
| <input type="checkbox"/> PHOTO ID OF LAND TITLE OWNERS            | <input type="checkbox"/> COPY OF LAND TITLE                                    |
| <input type="checkbox"/> CONDO BYLAW DOCUMENTS<br>(If applicable) | <input type="checkbox"/> CONDO/MOVE- IN PROCEDURE DOCUMENTS<br>(If applicable) |
| <input type="checkbox"/> INVENTORY LIST (If furnished)            | <input type="checkbox"/> SETS OF KEYS (mailbox, storage, garage                |
| <input type="checkbox"/> VISITOR PARKING PASSES (If applicable)   | <input type="checkbox"/> LAUNDRY ROOM PASSES/KEYS (If Applicable)              |

If the property is tenant occupied, the following items are also needed:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> MOVE-IN REPORT | <input type="checkbox"/> LEASE AGREEMENT | <input type="checkbox"/> SECURITY DEPOSIT |
|---|--|---|

Owner Initial \_\_\_\_\_ Owner Initial \_\_\_\_\_



### NEW PROPERTY EVALUATION CHECKLIST

Our property managers will be following this checklist for evaluating your property on its cleanliness upon their site visit. The property must be in move in ready condition for the tenants and must meet our standards. If the property does not meet our standards, we will require the services to be ordered either by the owner or our in-house contractors.

Please look over this sheet and make sure the following are complete:

- ☐ Smoke detectors checked and properly working.
- ☐ Fire extinguisher present in the property.
- ☐ Carpets must be professionally steam cleaned and a receipt must be provided. Must be a professional company. (Rentals e.g. Rug Doctor, not allowed)
- ☐ All floors wiped and cleaned.
- ☐ All lights/lamps must be cleaned externally and have all light bulbs working.
- ☐ All light switches/electrical outlets wiped of fingerprints and grime.
- ☐ All walls, doors & baseboards need to be wiped. Any major dents on walls must be repaired.
- ☐ Taps checked for leaks. Faucets, sinks, bathtubs/showers, toilet/toilet bowl must be cleaned.
- ☐ Wash windows from inside.
- ☐ Mirrors must be wiped.
- ☐ Ceiling fans & exhaust fans must be dusted and wiped; air conditioner cleaned.
- ☐ All shelves dusted and wiped.
- ☐ Furnace filter must be new. New furnace filters for future use commended.
- ☐ Furnace and ducts must have been recently cleaned.
- ☐ All appliances cleaned, inside and underneath.
- ☐ Grass mowed/snow shoveled.
- ☐ Blinds/window coverings must be dusted and wiped.
- ☐ If any windows are broken or cracked, they must be repaired prior to tenants moving in.
- ☐ All garbage must be removed from the property.
- ☐ Remove all personal items from the property.

We strive to provide excellent customer service to our owners and tenants, the better the condition of the property, the happier the tenants will be!

**RE/MAX Rental Advisors #201, 5626 72 Street NW, Edmonton, Alberta, T6B 3J4**

**4034 16 Street SW, Calgary, AB T2T 4H4**

**Phone: 1(800)704-8086; Email: [info@rentaladvisors.ca](mailto:info@rentaladvisors.ca); [www.rentaladvisors.ca](http://www.rentaladvisors.ca)**