

Your complete turn-key property management solution.



High standards of property management and attention to detail have resulted in a reputation for excellence that is second to none.



BluePrint Property Management has been providing professional property management services for all types of real estate investments; single family, duplex to four-plex, condominium and apartment buildings.

Whether you are a seasoned real estate investor or thinking of making your first purchase, but you don't want the headache of being a landlord, let BluePrint Property Management make your decision easy.

4 Saralou Court, Toronto, ON, M9B2G2
416-903-5973

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Welcome to BluePrint Property Management.

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Congratulations on taking your first step towards a more stress and worry free ownership. Allow us to step in and take the day-to-day management worries of your property off your hands. We pride ourselves with our excellent service and commit to keep you happy.

In this package includes our property management services and benefits our team has to offer.

We hope this information will be your solution to stress free investment real estate ownership. If you have any questions about this package or require further information please feel free to call or email us.

BluePrint Property Management

Professional Managers of Real Estate

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Property management services.

Ownership Filing System

Every document will be on-hand and available to diarise what is going on with your property.

Communication

We commit to keeping the lines of communication going at all times, no requests go unanswered. Each email or call will be returned on the same day.

Protection

With our excellent service and wealth of knowledge, we will ensure your investments are protected. Our team will screen and select the best tenants.

Proactive Maintenance

Our in-house maintenance team performs timely maintenance; we pride ourselves in completing all repairs required for peaceful living for all the tenants, and doing routine inspections to ensure your property is kept in good shape

Rental Advertising

We will use a comprehensive marketing plan to ensure your property gets maximum exposure.

Knowledge

Our property management team is always there to guide you through investment real estate ownership.

Family Service

With BluePrint, you are working with a family. With combined knowledge and experience, our team will provide you with the best service. We take pride in our business and will never take on a task we cannot give the best service to.

Tenant Management

All Aspects of tenant management are provided; from tenant screening to tenant management of issues to rent collection to tenant eviction services if necessary.

Bill Management

BluePrint can manage routine bill payments like utility bills, property tax and mortgage payments.

Project Management

For larger renovation projects BluePrint can provide Project Management services to coordinate various contractors.

Financial Reports

We will provide you with monthly financial reports so you can keep track of your investment performance.

Our management team working together for you.

General Manager

Oversees operations and responds to owner inquiries.

Office Admin

Unit invoicing, production of monthly landlord statements, issue rental payments to landlords and hires contractors.

Advertising and Website admin

Preparation of rental advertisements and relays rental prospects to the Property Managers.

Property Managers

Handles prospects for tenants, conducts showing of units and handles tenant concerns.

Maintenance

On-call 24 hours a day, 365 days a year, keeps a log and detailed invoicing of all work done, and has complete knowledge of each building they manage.

So many services for so little money.

Property Management Fees

Our fee consists of two components. Whenever we place a new tenant there is a charge of 1 month's rent +HST. This fee is only charged once at the beginning of a new lease. Afterwards there is an ongoing 5% management fee of collected revenue plus HST.

In House Maintenance Rates:

To reduce property owner expenses our in house maintenance staff can handle many of the routine tasks and maintenance. This service is charged out at a rate of \$40/hr + HST.

Tenant Placement:

Don't need property management but just want help finding a tenant? No problem. We can provide just tenant placement services for 1 month's rent + HST.

Frequently asked questions.

How do I know my investment will be rented to a respectful tenant?

Any tenant applying to rent from BluePrint is pre-screened upon calling or emailing our office. Then we arrange to meet the applicant in-person at the property allowing us to meet and get our own personal feel. The next step is having the applicant complete our application form. Once a full application is provided, we check any and all references to verify character, employment and previous landlord histories. If the application checks out we can then request the applicants security deposit and proceed with the lease.

What information do you ask when verifying rental history?

Some of the questions we ask a previous landlord are:

“Would you rent to this tenant again?”

“Were they good to deal with throughout the entirety of their lease?”

“Did they give proper notice to vacate?”

“Was their rent paid on time each month?”

“Did this tenant create any complaints during their lease?”

How would BluePrint handle rent when it is not received on the 1st?

We establish our expectations of our tenants from our first conversation. Our rental requirement of each tenant is to collect post-dated cheques until the end of the lease or per-authorized debit from their account each month. As soon as we are notified of any payment default we deliver notice and an immediate phone call to check what has happened. We are very strict landlords that do not accept late rent and remain fair to each tenant.

How long will it take to rent my property?

Unfortunately this varies on a large amount of factors such as what neighborhood the unit is in, size, price etc, we cannot give a timeline for achieving a tenant however we do guarantee finding a tenant that will be long term and treat your investment as if it were their own.

Frequently asked questions. (cont'd)

If I have questions concerning my investment property. How soon will I hear from BluePrint Property Management?

Your inquiry will always be returned on the business day it was requested. Should the request come in on a non-business day it will be answered on our next business day. If it is something that requires an answer we do not have we guarantee to find it in a short time period and follow-up once we have it. We pride ourselves in never taking on properties we do not have the power and skills to deal with.

Who pays for trades people working on my unit?

We will arrange for all the work to be completed and billed directly to our office. The expense will be charged to the Property Owner and will be paid directly out of your holding account.

Does BluePrint charge any start-up costs?

When a management contract is signed for your investment property, we will require a \$500 Trust Account Deposit for miscellaneous expenses. This will be reimbursed to the property owner when the property management agreement is terminated.

How will my property be advertised?

The number one source of rentals comes from callers who are near the property and looking call our management companies' number with interest. The second source of advertising will be on websites as it is cost effective for your investment. Properties will also be advertised on sites such as *Kijiji*, *Viewit*, and possibly others depending on the market or owners request. We also have the ability to list on Realtor MLS System.

Do you have a maintenance team that will handle maintenance?

A large advantage BluePrint has is our in-house maintenance team. Our team on average will save you 20-30% off your required maintenance. If something requires major work that our in-house team cannot take on we have a large list of credited contractors that can be hired.