



BLUE PRINT PROPERTY MANAGEMENT

**CUSTOMER
INFORMATION
PACKAGE**



Congratulations

on taking your first step towards stress free management of your investment property. All us to step in and take the day-to-day management worries off your hands. We pride ourselves on our services and looking after your property as if it were our own. In this package, we describe our services and benefits our team has to offer. If you have any questions about this package or require further information do not hesitate to contact us and we will be happy to answer any questions.



A photograph of a modern, multi-story apartment building at dusk. The building features a mix of glass facades and balconies, with interior lights glowing through the windows. The sky is a deep blue. A dark blue semi-transparent overlay covers the right side of the image, containing the text 'ABOUT US' and a paragraph of text. A white horizontal line is positioned below the section header.

ABOUT US

Blueprint Property Management has been providing professional property management services since 2008. We are a Canadian owned and operated business that covers the Greater Toronto Area and can manage all types of investment properties including, single family, duplex, triplex, fourplex, condo units and apartment buildings. High standards of property management and attention to detail have resulted in a reputation of excellence that is second to none. Whether you are seasoned real estate investor or thinking of making your first purchase, but don't want the stress of being a landlord, let Blueprint Property Management make your decision easy.

OUR EXPERTISE:

Staff Qualifications:

Our property management team consists of highly skilled professionals with experience in various aspects of property management.

Local Market Knowledge:

We have an in-depth understanding of the local real estate market and trends, allowing us to optimize property management strategies.

Legal Compliance:

We stay up-to-date with relevant laws and regulations to ensure full compliance in all aspects of property management.


Vendor Management:

Established relationships with trusted vendors ensure quality service and cost-effective solutions.



SERVICES OFFERED

Our property management company offers a wide range of services tailored to meet the specific needs of our clients. Some of our core services include:

SERVICE	FEE
<p>BASIC</p> <p>FINDING QUALITY TENANTS</p> <ul style="list-style-type: none"> Professional Assessment of Rental Property <ul style="list-style-type: none"> Recommendation on improvements that would increase rent potential Recommendation on market rent Professional Photography of Property Advertised on Multiple Service Listings (MLS) and Social Media Expert tenant screening and background checks Ontario Standard Lease Setup Confirmation of Tenant Insurance and Utility setup 	<p>1 MONTH RENT + HST</p>
<p>FULL SERVICE</p> <p>PROPERTY MANAGEMENT SERVICES</p> <ul style="list-style-type: none"> Access to our online portal (Owners and Tenants) Rent Collection Monthly financial reporting Service Notices (N4s for non-payment, Rent Increase notices, Entry notices, etc.) Responsive handling of any repairs or planned maintenance Vendor/Contractor management Tenant communication Property Inspections Bills Payments (Insurance, Property tax, etc.) Charging and collecting utility expenses from tenants Managing Landlord Tenant Board Process (Note: additional fees will be incurred when dealing with LTB) Non-Residency tax remittance on rental income 	 <p>1 MONTH'S RENT + HST FOR TENANT PLACEMENT & 5% OF RENT + HST FOR ONGOING PROPERTY MANAGEMENT</p>
<p>GOLD PACKAGE</p> <p>RENT GUARANTEE</p> <ul style="list-style-type: none"> Your rent is guaranteed up to 12 months or \$60,000. Even if your tenant doesn't pay We cover property damage up to \$10,000 We cover up to \$2,000 of paralegal fees 	<p>1/2 Month Rent + HST for Tenant Placement PM Fee increases to 10% + HST</p>



BENEFITS OF CHOOSING US:

Tailored Services:

We customize our services to meet the unique needs of each client and property.

Cost Efficiency:

Our expertise helps minimize property expenses and maximize revenue potential. This coupled with very competitive rates set us apart from our competition.

Proactive Communication:

We prioritize open and transparent communication, providing regular updates and addressing concerns promptly.

Peace of Mind:

With our comprehensive management services, property owners can focus on their priorities while we handle the day-to-day management tasks.

FAQ'S

When do I get paid?

Our process works on the calendar month. Rent is collected at the beginning of the month. As we go thru the month any repairs are completed and bills paid. On the last day of the month we then charge our management fee (5%+HST). We then send out detailed financial statements and any profits from the property are deposited directly into your account.

What happens if the tenant does not pay?

First off, we have an excellent track record of placing good tenants that will pay their rent and look after your property. You have to appreciate bad tenants are significantly more work for us and if you don't get paid, we don't get paid.

Our fee is based on "collected rent". That said, if the unfortunate incident of non-payment occurs we will issue the property notice to the tenant and manage the eviction process.

Are there any additional fees?

The only additional fees that would apply is if we do end up having to go to the Landlord Tenant Board for a hearing. We work with paralegals to help keep costs down but a landlord should expect to have to pay approx. \$600-\$800 for a tenant eviction. Beyond that the only additional fees would be any repairs that are required on the property.

How long will it take to rent my property?

Unfortunately, this varies on several factors such as neighbourhood, price, quality of property, etc. While a timeframe cannot be guaranteed it typically takes us 1-2 weeks to find a good quality tenant.

What things do you validate when vetting a potential tenant?

We do a very thorough review of all applicants including:

- Credit history
- Employment and income validation
- Landlord Credit Bureau check
- Talk to previous landlords
- Reference checks
- Social media checks

How will property be advertised?

We advertise properties on the Multiple Listing Service (MLS) as well as social media.

If I have a question concerning my property how soon will I hear from Blueprint Property Management?

We pride ourselves on our transparency and quickly responding to enquiries. We typically respond same business day but will always respond within 24 hrs.

Am I notified whenever any maintenance is required on my property?

Thru our property management portal owners will be notified of all work orders. We are flexible on how involved in the process the owner would like to be. We can also leverage any preferred vendors or contractors that you may have.

CONTACT US

We would be delighted to discuss your specific property management needs further. Here is how you can reach us:

Direct 416 903 5973

www.BlueprintPropertyMgmt.com

info@blueprintpropertymgmt.com

Thank you for considering our property management services. We look forward to the opportunity to serve you and ensure the success of your investment properties.



Signature Realty

IND. OWNED & OPERATED BROKERAGE

*Not intended to solicit those under contract with another Brokerage.