



Homecare Realty Ltd.
2312 5Ave NW, Calgary, AB T2N 0S9

Management Proposal

Thank you for considering Homecare Realty for your property management and/or condominium management needs.

Homecare Realty opened its doors in Dec. 2016, and have been rapidly growing ever since. We offer a full range of real estate services, including property management. The types of residential rental property we manage for landlords include single family homes, duplexes, tri-plexes, four-plexes, townhouses and apartments. We also manage condominiums for condo boards, which include townhouse complexes and apartment buildings.

Our licensed management team is equipped to handle anything from single-houses to large apartment buildings. We come with advanced practical and technical knowledge of property management in Calgary, including repairs, project management and cost estimation. We are aware of the changing real estate market trends through constant education. We also understand the laws that govern the real estate industry. We are fully committed to fulfill the needs and desires of our clients through high quality service and professional management strategies.

Through our legal and ethical responsibility to our clients, we perform our duties by maximizing the potential rental income and minimizing the expenses of maintenance. We act all times in the best interests of clients, and provide our utmost loyalty. We also provide accounting to what has transpired regarding money, documents and the property. We exercise a high level of care and due diligence through these fiduciary duties. We pride ourselves on a reputation established by integrity, reliability, and promptness.

About Us

- ❖ We are established in Calgary, Alberta, offering a full range of real estate services.
- ❖ We are a fully licensed Real Estate Brokerage authorized by the Real Estate Council of Alberta (RECA).
- ❖ We are a Member of the Canadian Real Estate Association (CREA) and the Calgary Real Estate Board (CREB).
- ❖ Our trust account is audited by the Real Estate Council of Alberta (RECA) annually.
- ❖ We provide bilingual service in both English and Mandarin.



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Our Commitments

- ❖ Work hard for our clients
- ❖ Deliver the services they need
- ❖ Look ahead to assess, evaluate and educate our clients on the impacts of potential opportunities or changes
- ❖ Support our property managers and staff with a strong, professional and committed management team
- ❖ Encourage client feedback on ways we can better fulfill their needs

Our Comprehensive Services

For Rental Properties:

- ❖ Providing rental market evaluations
- ❖ Advertising and promotion of your property
- ❖ Showing your property to potential tenants
- ❖ Completing rental application form with the prospective tenant
- ❖ Completing tenant screening selection, examples include:
 - Credit checks
 - Reference checks
 - ID verification
 - Income verification
 - Previous tenancy verification
- ❖ Negotiating a favourable lease with the highest possible rental rate and the best rental terms
- ❖ Signing the lease agreement and addendums with tenant
- ❖ Collecting security deposit and holding it in our security deposit trust account
- ❖ Ensuring tenant insurance and utility bills, if applicable, are in place
- ❖ Performing property inspections with tenant, including
 - Move-In Inspection
 - Move-Out Inspection
 - 90-Day Walk-Though
- ❖ Collecting monthly rent at the first of every month and distributing it properly through our monthly rent trust account
- ❖ Negotiating a favourable lease renewal with existing tenants
- ❖ Handling all repairs and maintenance issues with the consent of the landlord
- ❖ Refunding security deposit to past tenants
- ❖ Providing a monthly statement to the landlord summarizing income and expense



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- ❖ Providing Residential Tenancies Dispute Resolution Services if required, at additional costs
- ❖ Filing tax returns (NR6 and NR4 forms), at additional costs

For Condominiums:

- ❖ Overseeing the condo corporation's day-to-day operations
- ❖ Working closely with the condo board as an advisor
- ❖ Collecting monthly contributions and other assessments from all unit owners
- ❖ Attending annual general meetings (AGM) and condo board meetings
- ❖ Organizing condo board meetings and overseeing administration of annual general meetings
- ❖ Advising the condo board on its financial responsibilities and long-term financing planning
- ❖ Ensuring the condo corporation is in compliance with the *Condominium Property Act*
- ❖ Enforcing the condo bylaws, and review and update the bylaws as needed, by special resolution
- ❖ Responding to and addressing owner complaints
- ❖ Ensuring maintenance and repair of the property
- ❖ Hiring and monitoring service companies, and overseeing staff and contractors
- ❖ Monitoring the corporation's insurance
- ❖ Preparing draft annual budgets and overseeing the reserve fund
- ❖ Implementing an emergency management plan and responding to emergencies
- ❖ Preparing status certificates
- ❖ Issuing meeting notices and reporting on the affairs of the condo corporation
- ❖ Preparing financial reports and arranging for audits
- ❖ Responding to written requests for documentation from owners, purchasers or mortgagees, as per the *Condominium Property Act*
- ❖ Managing trust accounts for daily operations and reserve fund

Management Costs

For Rental Properties:

- ❖ Monthly management fee is 8% of the gross monthly rent upon tenant occupancy of the property and collection of the monthly rent.
- ❖ Set-up fee is \$400.00 upon signing the lease agreement with the tenant.
- ❖ 5% GST is applicable to all fees.

For Condominiums:

- ❖ Monthly management fee is 10% of the gross monthly contribution from all unit owners.
- ❖ 5% GST is applicable to all fees.



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We currently own and manage a portfolio of over 300 condominium units and single houses, in addition to two residential condominium buildings within Calgary, Alberta. We look forward to having you on board with us!

Mark Wang

MBA

Broker / Realtor

403-969-8869

2312 5 AVE NW Calgary



HOMECARE REALTY

Our Office Address: 700 – 1816 Crowchild Trail NW Calgary AB T2M 3Y7