Company name and logo here

Property management quote

Your company

Add the license and broker lines your state asks for on this paper. Leave blank any that do not apply to you.

Company name _____ Company phone _____ Company address _____

Broker license no. _____ Responsible broker (name) _____ Quote number _____

Quote date _____ Quote good until _____

Property owner

Owner name _____ Owner phone _____ Owner email _____

Owner mailing address _____

The property

Property address _____ Type (house, duplex, building) _____ Number of units _____

What you will do

Write each service you offer, then yes or no for whether this quote includes it. Examples: rent collection, tenant screening, lease signing, repair coordination, inspections, owner statements.

Service	Included? (yes or no)	Fee and how it is charged

Your fees

Write each fee as a percent of rent collected or as a dollar amount, and when it is charged.

Monthly management fee _____ Leasing fee for a new tenant _____ Lease renewal fee _____

Setup or onboarding fee _____ Fee on a vacant unit _____ Other fees and when they apply _____

Spending on the owner's behalf

State any commission, markup or profit you take on repairs or vendor bills. Write none if there is none.

Repair limit without asking _____ Markup on repairs and bills _____ Vendors paid from _____

Rent and deposits

Where rent is deposited (bank) _____ Where deposits are held _____ Owner statement sent (how often) _____

Term

Start date _____ Length (or until ended) _____ Days of notice to end _____

Fee for ending early _____

Owner's reply

I have read this quote and want to go ahead on these terms.

Quote prepared by (name and title) _____ Owner signature _____

Date _____

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