

LISTING YOUR FURNISHED RENTAL PROPERTY

Thank you for taking the time to read through our furnished information and services sheet.

Please be advised that we will only list properties directly with the owner(s) who are listed on the title. We do not list properties that are also listed for sale and do not facilitate sub-leases.

Unique Real Estate Accommodations Inc. is a fully licensed Brokerage and is governed by the Real Estate Council of BC.

Our mandatory minimum rental period is 30 days, per our licensing. Our Tenancy Agreements between Owners & Tenants follow the rules and regulations set out by the Residential Tenancy Act (RTA).

At Unique, we offer two levels of service to property owners: Tenant Placement only or Tenant Placement plus Property Management.

Registration Fee

- One-time, non-refundable registration and administration fee of \$250.00 + TAXES.
- Applicable to all new properties listed with Unique Real Estate Accommodations.
- Should you decide to de-list at any point and re-list at a future date, you will not be charged this fee again.

For this registration fee, Unique agrees to:

- Do a Title Search to verify registered owner(s)
- List your property and set up your file in our database
- Promote your property using professional pictures on our high-traffic website: www.uniqueaccommodations.com, as well as on our active social media channels (including but not limited to: Twitter, Facebook, LinkedIn & Youtube)
- Add your property to availability lists being forwarded to prospective Tenants
- Unlimited showings of your property until it is rented
- Conduct credit/reference checks and screening of prospective Tenants

Furnished rental properties with Unique MUST include:

- Local Telephone
- Cable
- High Speed Internet
- Professional Cleaning Service once every 2 weeks (cleaners range from \$20/hr.-\$34/hr.)
- Utilities: Water, Electricity, and Gas
- In-suite Laundry (no communal laundry)
- Parking

Tenant Placement Fee is 10% of the monthly rental rate:

- Once you're Tenant has been approved, our contract administrator will draft the tenancy agreement and invoice.
- We require signatures from both parties and initial funds before a move-in time is coordinated.
- Furnished rental fee is 10% of the gross monthly rent plus TAXES for the duration of the lease. (i.e. if the rent is \$3000 per month for 6 mos. @ 10% = \$300.00 x 6 mos. = \$1800 + TAXES).
- Until the Tenant placed by Unique vacates the 10% lease-up fee + TAXES remains in effect. (i.e. original lease is for 6 mos. but Tenant extends on a month-to-month for 6 more mos. – Owner(s) agrees **to pay, as in the above example, \$300.00 + TAXES per month for each additional extended month within 3 business days.**

- Unique collects this fee up front at the start of the tenancy.
- Should your Tenant break lease and refuse to pay rent without your approval, please inform us and we will reimburse back pro-rated fees to you based on your unfulfilled lease.

Furnished Property Management Fees

Resident Management Fee – Upon renting or re-renting the Property, the Owner shall pay to the Manager for its management services a monthly fee equal to \$150 or eight percent (8%) of the gross rent plus taxes, whichever is greater.

Non-resident Management Fees – Upon renting or re-renting the Property, the Owner shall pay to the manager for its non-resident management services a monthly fee equal to \$200 or ten percent (10%) of the gross rent plus taxes, whichever is greater.

Once you have fulfilled the items on the property management checklist, and provide us with a fully furnished and serviced rental property, Unique agrees to:

- Hold onto the Security Deposit on behalf of the Tenant in Trust and return it at the end of the tenancy in accordance with the Residential Tenancy Act with the appropriate interest and less any approved damages.
- Conduct move-in and move-out condition inspections to ensure the inventory is accounted for and to assess if there are any damages that need to be reconciled at the end of the tenancy.
- Collect the rent monthly on behalf of the Owner and ensure it is deposited into the Owner's account as per the rental agreement.
- Organize the bi-weekly cleaning service and pay them from the rental income.
- Be on-call and accessible to the Tenant 24-hours a day, through the paging service in our office, in case of emergencies, necessary repairs, or inquiries regarding the property.
- Liaison between Owner and Tenant to ensure property is being well maintained at all times and both parties are satisfied with the rental.
- Process any additional payments on behalf of the Owner from the rental income such as: carpet cleaning, or painting.

The Tenant Placement and Property Management fee = 18% of the monthly rental rate for residents or 20% for non-residents.

FOR MORE INFORMATION PLEASE CONTACT . . .

If you want additional information on the following topics, please visit the Residential Tenancy Office

Web site: www.rto.gov.bc.ca

- Non-resident Management Fees
- Pets
- Security Deposits
- Condition inspections at start and end of tenancy with condition reports

You can also call the Residential Tenancy Office 24-Hour Recorded Information Line:

In the Lower Mainland: 604 660-1020; Elsewhere in B.C.: 1 800 661-4886