



PROPERTY MANAGEMENT SERVICES

“FULL MANAGEMENT” SERVICE

Under this service we take responsibility for rent collection, maintenance of the property, accounting and communication with the owner and tenants. This service involves the following tasks:

- Advertising the property on multiple websites and social media;
- collection of rent from the tenant;
- distribution of annual rent increases;
- maintenance of the property;
- handling of emergency problems, such as electrical blackouts or plumbing problems;
- maintenance and placement of insurance policies;
- regular monthly accounting statements to the owner;
- forwarding of net rental proceeds to the owner by cheque or the deposit of these into an account of the owner's choice;
- inspections on a regular basis to determine the condition of the property;
- move-out inspection to determine the condition of the property at the time of termination of the tenancy;
- processing of the residential tenant's security deposit plus accumulated interest;
- prompt and courteous response to all enquiries coming from the owner;
- resolution of any problems in an appropriate manner which originate with tenants.

EXCLUSIVITY CLAUSE

Macdonald Property Management will act as the exclusive rental agent. In the event another rental agent is retained, discovered or notified, Macdonald will immediately cancel this agreement and the cancellation fee will be applied against the retainer.

We are confident that we can provide the highest caliber of service for all your Commercial and Residential Real Estate needs and Property Management Requirements