

Kenson Realty

Mailing address:
1733 Spyglass Court
Coquitlam, BC
V3E 3C8
Canada

Phone 778-285-7700
Fax (604) 475-5387
Email: info@kensonrealty.com
Website: www.kensonrealty.com

Feb 6, 2013

Dear Ms Cathy Kai Wang,

Re: Your unit in 2955 Atlantic Av., Coquitlam BC

Thank you for your interest regarding our property management services on the above mentioned property. Our firm has been licensed, insured and bonded under the Real Estate Act. Below is an outline of our two main services:

1. LEASING (securing QUALITY tenants)

- Evaluation of the current market rental rate
- Placing advertising
- Screening of potential tenants before showing the property
- Taking detailed applications
- Checking ALL references (i.e. current landlord, credit, employment)
- Preparing the lease
- Collecting a damage deposit
- Arranging for move-in time with building management (if applicable)
- Conducting a move-in inspection with the tenants
- Providing the owner with copies of the application, credit report, lease and move-in report

Our fee for leasing equals one-half of the first month rent (plus HST) plus advertising expenses. This will be charged once a tenant has been found. We will sign the tenant to a one-year lease. The leasing fee will be pro-rated if the tenant breaks the one-year lease. For example, if the tenant moves out after 6 months, we will refund half of the leasing fee to the owner. After the tenant moves out, if the owner wants us to find a new tenant, the half-month leasing fee will be charged. Also if the tenant moves out after the one-year lease has expired, the half-month leasing fee will be charged again to find a new tenant.



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2. MANAGEMENT (Once a tenant has moved into a property, we can handle all aspects of the management of the property on the owner's behalf)

- Handling all tenants inquiries
- Collecting rent and depositing the same into our firm's trust account
- Arranging for any repairs/maintenance
- Providing payment of any expenses authorized by the owner (e.g. property taxes, strata fees, property insurance etc.)
- Preparing a monthly statement of receipts and disbursements
- Depositing the net rental proceeds to the bank account of your choice
- Providing 24 hour emergency line for tenants and owners
- Inspect the property regularly
- Conduct move-out inspection with the tenant

Our fee for on-going management is 6% of the monthly rent (plus HST, minimum \$70 ⁶¹ ~~\$90~~) plus disbursements made on the owner's behalf.

3. NON-RESIDENTS

An annual processing fee of \$150 + HST is charged for all owners on title

Resident of Canada



Non-Resident of Canada



The following clients (owners) have agreed to act as my reference:

Bob & Carolyn Coutts: Email: bcoutts@telus.net

Nelson Bacalao & Paloma De Arizon: (281) 460-7815; Email: nelson.bacalao@siemens.com

Zakaria Marthyman: (778)889-7808 / (604)464-7339; Email: zakaria_marthyman@hotmail.com

David & Julie Chan: (604) 942-8871; Email:jtychan@telus.net

This service agreement will start on the date you sign the agreement and will run concurrent with the lease signed between the tenant and Kenson Realty on behalf of the owner(s) or till the tenant or his/her immediate family members move out.

If the service outlined are in accordance with your requirements and the terms are acceptable to you, please sign this letter in the space provided and return it to us.

Yours truly,



Kevin Leung
Kenson Realty

Re: Your unit in 2955 Atlantic Av., Coquitlam, BC

The services and terms set out above are in accordance with our needs and are acceptable to us.

We also authorize Kenson Realty:

- i) To use the security deposit to offset the fee for leasing.
- ii) Maximum expenditure for any single item is \$150. Any expenses over \$150 will have to be authorized by the owner(s).

Owner's signature(s)

Date:

Phone (778) 285-7700

Email: info@kensonrealty.com

MOVING CHECK LIST (Owner)

- ☐ Moving Company _____
- ☐ Telus 604-310-2255
- ☐ BC Hydro 604-224-9376 or <https://www.bchydro.com>
- ☐ Fortis BC (Gas) 1-888-224-2710
- ☐ Cable (TV) Shaw 604-629-8888 / Bell 1-888-759-3474
- ☐ Internet Service Shaw 604-280-8818 / Telus 604-310-2255
- ☐ Post Office Visit your local Post Office at least 2 weeks before your moving date and fill out a Change of Address Notification Form. For \$30.00, your mail will be forwarded to your new home within Canada for 6 months.
- ☐ Revenue Canada Change of Address
<http://www.ccr-aadrc.gc.ca/eservices/tax/individulas/aco/menu-e.html>
- ☐ ICBC Visit driver licensing office, fill out Change of Address form
- ☐ Medical Service Plan call the Forms-by-Fax telephone number at 250-356-0998 and follow the recorded instructions. Please note, you need a touch-tone phone and a fax machine to use this service.
- ☒ Insurance
 - change policy to tenant / vacant insurance
 - change correspondence address to (Kenson Realty?)
- ☐ Bank Change of Address
- ☐ Property Tax
 - notify City of new address to (Kenson Realty?)
 - set up payment by instalments
- ☐ Strata Mgt Co
 - notify Strata Management Co that Kenson Realty is the rental agent/property manager. Set up strata fee payment by PAD (pre-authorized debit)

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