Leasing and management in Edmonton.

Fees in writing before we start. Quick replies, clear numbers, no surprises.

FULL MANAGEMENT

FOUNDING RATE

9%

of collected rent for the first 12 months.

For the first 20 doors HighGround signs. After month 12, the standard fee in effect at that time applies.

STANDARD RATE

10%

of collected rent.

$150 monthly minimum per occupied unit.

ONBOARDING FEE

Paid once, when you sign. Non-refundable.

$250 if the unit is vacant

- File set-up with CIR Realty and the trust account
- Rent priced from live comparables
- Photos, listing and the first 60 days of ads

$150 if the unit is already rented

- File set-up with CIR Realty and the trust account
- Lease and deposit moved over to us
- First inspection with dated photos

FEE	PRICE
Onboarding	$250 per unit, or $150 if already rented. Paid once.
Management	9% founding rate or 10% standard rate (see above)
Monthly minimum	$150 per occupied unit
Vacant unit	$50 a month after 60 days, from day one on later vacancies
Tenant placement	$695 per signed lease
Lease renewal	15% of one month's rent, per renewal
Credit check	At cost, no markup (about $25)
Repairs	Invoiced at cost, no markup
Renovation projects	8% of total cost
Monthly admin or inspection fees	None

All prices in Canadian dollars, plus GST. The placement fee applies only when a lease is signed, for the first lease and for each new tenant. Ending the agreement takes 60 clear days' written notice; without it, a $100 failure-to-notify fee applies. Winter Vacancy Watch (page 2) is optional. Where we advertise is on page 3. Other services and examples are on page 4.

WHAT FULL MANAGEMENT INCLUDES

- Rent set from live comparables
- Listing and photos, showings and screening
- Lease signing
- Rent collected and paid out through CIR Realty's trust account
- Repairs coordinated, with the approval limit you set
- Move-in and move-out inspections with dated photos
- One routine inspection a year
- Monthly statement with every invoice attached

Optional extra

Added only if you want it, in your management agreement or a signed amendment.

WINTER VACANCY WATCH

$40 per visit

Or $350 a month on a 72-hour schedule.
Follows your policy. Insurer requirements vary.

- For empty units when your insurer requires regular checks
- Heat and water check at every visit
- Timestamped photo log kept for your insurer
- Snow clearing coordinated so the property doesn't look empty

HOW IT WORKS

- Every message answered in less than 24 hours.
- Fees are written in your management agreement before work starts.
- Repair invoices are passed through at cost and attached to your monthly statement.
- Rent and deposits go through CIR Realty's trust account.

OWN A RENTAL IN THE EDMONTON AREA?

CIR REALTY

Send me a message.

Damir Knezevic | CIR Realty · damir@highgroundpm.ca · highgroundpm.ca

Edmonton, St. Albert, Sherwood Park, Spruce Grove, Leduc and Fort Saskatchewan

Advertising your rental

Included in your onboarding fee. We list your home on the sites Edmonton renters use, and the $50 monthly vacancy fee keeps every listing running after the first 60 days.

ADVERTISING

$0 extra

At the start, onboarding covers the first 60 days, then $50 a month. When a tenant moves out later, $50 a month from day one.

- RentFaster, also shown on RentBoard and RentCanada
- Rentals.ca, Zumper with PadMapper, and liv.rent
- Kijiji, Facebook Marketplace and REALTOR.ca
- Paid boosts only with your written approval

SITE BY SITE

SITE	HOW WE USE IT
RentFaster	Main listing. Also shows your home on RentBoard and RentCanada.
Rentals.ca	National rental site.
Zumper	Also shows your home on PadMapper.
liv.rent	Rental listing site.
RentBoard	Through RentFaster.
RentCanada	Through RentFaster.
PadMapper	Through Zumper.
Kijiji	Classified listings, added when it helps reach more renters.
Facebook Marketplace	Local renters browsing Marketplace.
REALTOR.ca	Through CIR Realty.

Advertising is included: your onboarding fee covers the first 60 days, then the $50 monthly vacancy fee applies. When a tenant moves out later, the vacancy fee covers the ads from day one. Paid boosts or featured placements run only with your written approval and are shown on your monthly statement. All prices in Canadian dollars, plus GST.

No markup on services.

Every fee is listed before you sign, so you know the price of any service before you need it. We charge a fair price for our own work and never add a markup to anyone else's.

OTHER SERVICES

SERVICE	FEE	WHAT'S INCLUDED
Leasing only	$150 when you sign up + $1,100 per signed lease	The $150 covers the listing and 60 days of ads, then $50 a month. The $1,100 is paid only once a lease is signed. You manage from there.
Renovation projects	8% of total cost	Quotes, scheduling, supervision, and before and after photos.
Snow and lawn care	At cost + $25 a month	We hire and check the contractor and handle City notices.
Eviction (RTDRS)	$350 per application	Notices, the application and the hearing. Filing fee at cost: $75 up to $7,500, $150 above.
MLI Select compliance	From $500 per building a year	Rent roll, affordable-unit tracking and support for the annual compliance certificate.
Owners outside Canada	$300 a year	Non-resident tax withholding and NR4 slips, with CIR Realty's accounting.
Work outside the agreement	$75 an hour, quoted first	Insurance claims, court attendance, special reports and extra visits.

PAID AT COST, NO MARKUP

- Repairs and contractor invoices
- After-hours vendor rates
- Heat and utilities while vacant
- Snow clearing and City notices
- Rekeying, smoke and CO alarms
- Cleaning, paint and pest control
- Insurance deductibles and credit checks
- Paid ad boosts you approve

EXAMPLES

Single unit at $1,700 a month

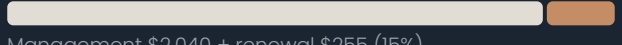
Leased within 30 days, standard rates, before GST

Year 1 — You keep $15,885 (85%) · fees $2,815



Onboarding $250 + placement $695 + management $1,870

Year 2 — You keep $18,105 (89%) · fees $2,295



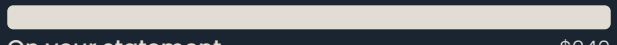
Management $2,040 + renewal $255 (15%)

You keep · Our fees

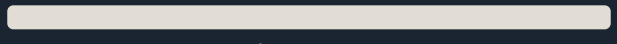
A $240 plumbing repair

What the plumber bills is what you pay

Plumber invoice $240



On your statement $240



Markup added by us: $0

A $10,000 renovation

Contractor billed at cost + our 8% project fee: $800