

# Home Management - Property Management Fees

## GOLD Property Management



8,50% + VAT 20%

= 10,20% of rent including VAT  
(maintenance charges included)

## SILVER Property Management



6% + VAT 20%

= 7,20% of rent including VAT  
(maintenance charges included)

- ✓ Select new tenant..... ✓
- ✓ Lease and lease renewal preparation..... ✓
- ✓ Collect first rent and security deposit..... ✓
- ✓ Execute the inventory of fixtures -entry and exit- based on existing inventory document..... ✓
- ✓ Issue of monthly invoice to tenant, rental receipt upon demand ..... ✓
- ✓ Issue of annual rent review to tenant ..... ✓
- ✓ Organization of appointments with Expert for technical diagnoses or renewals.....
- ✓ Provide Monthly Owner Statement detailing Income and expense..... ✓
- ✓ Payments regulations to the “Syndic de copropriété”.....
- ✓ Tax filing preparation on income of rental revenues.....
- ✓ Regulations for expenses related to the current lease (property tax, purchases, works, ...)..... ✓
- ✓ Routine Property Inspections and Repairs: electricity, plumbing and electrical appliances, “tripleplay” box..... ✓
- ✓ Organization of annual maintenance for boiler and chimney..... ✓
- ✓ Management of repair issues following a sinister up to 1000 € (excluding tax).....
- ✓ Refund of security deposit to the tenant, minus any necessary refurbishment..... ✓
- ✓ Organization of the apartment's refurbishing, following the tenant's exit inventory of fixtures..... ✓
- ✓ All correspondence and phone calls issued on the landlord's account (formal notices by bailiff are billed separately)..... ✓

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**Nota Bene:** \*Works requiring external intervention from professionals (masonry, electrical work, plumber,...) are invoiced separately  
Beyond an estimate of 1000 € for refurbishment, the time spent is invoiced by Home Management.

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