



# SUITE MANAGEMENT

Many suite owners may be considering leasing their property out on either a permanent or interim basis, Today Living Group can help!

*TLG  
Unfurnished  
Leasing  
Management  
Program*



## Unfurnished Leasing Management

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Today Living Group is a **full service property management leasing company** specifically designed for the condominium owner. With service in mind, and you the customer, we have designed a comprehensive complete service which encompasses not only the procurement of qualified tenants, but also the full management of your property throughout the tenancy.

Our program encompasses all aspects of leasing and managing your property:

1. **The procurement of qualified tenants** by conducting full credit checks using Equifax Beacon Scores, Safescan, Fraud Scan and Bankruptcy Navigator as well as previous landlord and employment references
2. **Extensive Leases** including liability, adherent to the Condominium's Rules and Regulations as well as the Law's within the Tenant Protection Act. The owner is provided with an original copy of the Tenancy Agreement
3. **Inspections** – Full move-in and move-out inspections that include digitally photographing the condition of the suite at the time of the Lease commencement and tenant acknowledgement in writing at the time of the inspection(s)
4. **Monthly electronic deposits and statements** – most of our tenants are enrolled in pre-authorized payments of their rent. Each month on the 15<sup>th</sup> we will directly deposit these funds to your account and provide you with a monthly statement that also shows your YTD.
5. **Monthly rental collection** and notification in the unlikely event there is a delay in receiving your rental income. Full legal services in the event Tenant Protection Act proceedings are necessary as well as issuing yearly rental increase notifications to tenant.
6. **Full 24-hour repair and maintenance service** including our on-call guest services team for emergencies. In case of fire or flood at 2:00am, your tenant will have someone to reach out to.
7. **Advertisement program** - We want to ensure that we maintain a high tenant base in which to draw from to ensure reduced vacancy periods.
8. **Non-resident tax remittance** – if you the owner are living out of country we will remit your non-resident tax on your behalf.



In between tenancies, we arrange for cleaning of the suite from top-to-bottom and depending on its condition a fresh up coat of paint is sometimes required. Any maintenance or repairs that are necessary throughout the tenancy will be discussed with you, you will receive an invoice copy, and the cost would be deducted on your monthly distribution. An Unfurnished Lease is a good option if you want a set amount of funds each month, for a minimum of one year.

If you have a brand new unit, TLG will also assist you with your **Warranty and PDI Inspections** and ensure TARION receives the proper paperwork at the 30 day and one year mark. TLG also offers owners the option to participate in our **Bulk Insurance Policy** through Intact Insurance as we have received competitive rates due to our large rental pool.

**It is important to keep in mind that all fees related to your investment condominium including our management fee are tax-deductible!**



**With two decades of experience let the Today Living Group team take the worry out of managing your suite, and let us maximize your investment!**



## Unfurnished Management Fees

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Our Start-Up Fee for joining the program is equal to one month's rent – this includes advertising, credit checks from Equifax, creating the lease, move in inspection, etc.

Our Monthly Management Fee is 6% of the gross rental revenue – if your unit is rented for \$1,500 for example, the monthly management fee would be \$90.00 (plus HST)

When your first tenant moves out, and we re-rent your suite to another tenant, rather than paying One Month's Rent we only charge you a Half of One Month's rent as the Re-Rental Fee.

In addition to the Re-Rental Fee you would also pay at that time for:

- Advertising costs - \$62 per month advertised
- Credit checks from Equifax - \$15 per credit check
- Move-Out Inspection - \$50

In an Unfurnished Lease, you the Owner would pay for your mortgage, condo fees (including any utilities built into condo fee ex. water, heat), and owners insurance. The tenant would be responsible for any utilities not included (such as hydro), Phone, Cable, Internet and Tenant Insurance.

## Next Steps...

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Once we have the below questions answered, we will be happy to arrange a site inspection and provide you with the current market value of your unit. Please ensure you forward a copy of your **floor plan** and any photos of your suite.



- Date available?
- Do you currently have a tenant?
- Is this a brand new unit?
- Address
- Floor level
- Square feet
- Bedrooms
- Bathrooms
- Exposure (view)
- Balcony
- Type of flooring
- Number of Appliances
- Parking
- Locker
- Utilities included in CEA fees (hydro, water, etc)
- Building amenities (concierge, pool, gym, etc)
- Expected rental rate?



**Contact Us Today to Schedule a  
Suite Consultation Appointment  
and Discover the TLG Difference!**

*Proudly Serving Condominiums Across*

*Toronto and the GTA*

*Thornhill, Mississauga, Scarborough,  
Etobicoke and Markham*



CORPORATE HOUSING  
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