



# PROPERTY MANAGEMENT



# INTRODUCTION

Hey, welcome to TPS Property Management – where our boutique style meets accessibility and open communication! We're not into wild growth; we're all about keeping it real and manageable. Our three owners are hands-on, managing properties themselves, fostering a direct line for communication. No big teams here – just a small, awesome crew dedicated to staying connected. It's all about owners on the ground, making property management personal, straightforward, and accessible. Step into TPS, where we keep it real, keep it manageable, and keep the lines of communication wide open!



## TPS PROPERTY MANAGEMENT

### OUR VISION

At TPS Property Management, our vision is rooted in creating a distinctive approach to property care. We aspire to remain intentionally small, fostering an environment where personalized service takes precedence. Our vision revolves around having TPS owners actively managing properties, ensuring a direct and hands-on connection with each estate we oversee. Embracing the concept of "boots on the ground," our dedicated team prioritizes quality over quantity, cultivating a culture of intimacy in property management. Our vision is to be the preferred choice for Property Management in the Hamilton and Niagara regions for our transparency, communication, and feet-on-the-ground management team while delivering of all aspects of property management, helping developers and investors, and working in partnership with all stakeholders including tenants.

### OUR GOAL

Our primary goal at TPS is to uphold this vision by maintaining a manageable portfolio that allows for hands-on involvement from our three owners. To enhance communication and transparency, we introduce a WhatsApp group connecting property owners with us daily, fostering real-time engagement. We aim to eschew the conventional trajectory of rapid growth and, instead, prioritize the quality of our service. With our vision guiding us, TPS Property Management strives to redefine the standards of property care by staying small, fostering personal connections, and embracing open communication with property owners.

# OUR SERVICES

## **\*\*Comprehensive Property Management Services\*\***

At TPS Property Management, we offer a spectrum of services to ensure the seamless management of your property, tailored to meet your unique needs.

### **\*\*Tenant Placement Services:\*\***

- - Expert Marketing Strategies
- - Organizing and Conducting Property Showings
- - Streamlined Application Processing and Tenant Vetting
- - Lease Signing Assistance

### **\*\*Maintenance Coordination:\*\***

- - Ongoing Upkeep of Rental Property
- - 24/7 Emergency Maintenance Coordination to Address Urgent Calls
- - Tenant Move-in/Move-out Inspection with Detailed Reports
- - Regular Property Inspections to Ensure Optimal Condition

### **\*\*Legal Compliance and Communication:\*\***

- - Drafting and Serving Landlord and Tenant Board (LTB) Notices
- - Online Rent Collection and Timely Fund Distribution to Property Owners
- - Efficient Bill Payment Processing for All Property-Related Invoices
- - Basic Bookkeeping, Including Contractor Communication and Invoice Handlin

### **\*\*Tenant Correspondence:\*\***

- - Tenant Portal for Announcements, Updates, and Feedback
- - Handling Complaints, Concerns, and Service Provider Communications
- - Maintaining Tenant Files and Important Documentation
- - Addressing Legal Documentation and Compliance Matters

### **\*\*Financial Reporting:\*\***

- - Income and Expense Reports Detailing Overall Financial Performance
- - Monthly Owner Statements Inclusive of Maintenance, Management Fees, and Utilities (if applicable)
- - Annual Year-End Expense Reports Providing a Comprehensive Overview
- At TPS Property Management, our commitment is to provide a full suite of property management services that prioritize efficiency, transparency, and the optimal care of your investment. Partner with us for a hassle-free property management experience.

# PRICING AND PACKAGES

**Total Property Solutions offers packages to cater to your needs.  
Whether you want to be hands-on or hands-off, we can accommodate you.**

## STANDARD

5% of collected rent

TENANT PLACEMENT  
\$1500 or 75% of rent  
(whichever is less)

6 month tenant guarantee

Maintenance coordination

24/7 Emergency maintenance  
coordination

Rent collection

EFT owner payment

\$69 Inspection and furnace filter  
changes

\$69 Move-in and Move-out  
inspections

## PLUS

7% of collected rent

TENANT PLACEMENT  
\$1300 or 65% of rent  
(whichever is less)

12 month tenant guarantee

Maintenance coordination

24/7 Emergency maintenance  
coordination

Rent collection

EFT owner payment

\$40 Inspection and furnace filter  
changes

\$40 Move-in and Move-out  
inspections

## PREMIUM

9% of collected rent

TENANT PLACEMENT  
\$1000 or 50% of rent  
(whichever is less)

12 month tenant guarantee

Maintenance coordination

24/7 Emergency maintenance  
coordination

Rent collection

EFT owner payment

Seasonal filter changes

6 month unit inspections

Move-in and Move-out inspections

Draft and serve LTB notices

Owner account portal access

Tenant account portal access

Bill Payment Processing

Basic Book Keeping

# LEASING PACKAGES

**Total Property Solutions offers leasing packages to cater to your needs.**

**\$1500 or 75% of rent  
(Whichever is less)**

- **12 month tenant guarantee**
- **Pictures**
- **Virtual Staging**
- **Ad Posting**
- **Arrange Showings**
- **Conduct Showings**
- **Application Process**
- **Screening**
- **Full Background check**
- **Lease Preparation & Electronic Signatures**
- **Key Drop Off**
- **Move-In Walk Through Inspection with report**

# A LA CARTE LEASING ASSISTANCE

**Pick and choose what meets your needs!**

## **Marketing, coordinating, and conducting showings**

Showings will be conducted until a lease is signed

\$1000

## **Application processing, reference and employment checks, and lease preparation**

\$300

## **Credit and background check**

\$40

## **Move-in and move-out inspections**

**Includes a detailed report with pictures**

\$75 each

## **Virtual staging**

24hr turnaround time

\$30 per picture



@tpropertyolutions\_



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# PROPERTY MANAGEMENT

## LET'S GET IN TOUCH

CONTACT US

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VISIT OUR WEBSITE

[WWW.TPROPERTYSOLUTIONS.CA](http://WWW.TPROPERTYSOLUTIONS.CA)

