



Thinking outside the **BOX** when managing your investment properties

Schedule of Fees and Charges

LEASING COSTS	BOXPM	What is included in the processes
Letting Fee / Leasing Fee (Tenant Section & Onboarding)	FREE	<ul style="list-style-type: none"> - Show property to potential tenants after hours. - Feedback reports after each viewing. - Interview applicants. - Do background checks on applicants. - Draw detailed lease agreement to meet all requirements. - Lodge the bond with bond administrator. - Tenant inducted and educated at the stage of signing their lease so they understand their rights and obligations (most importantly when and how to pay their rent).
Tenant Reference Check	FREE	<ul style="list-style-type: none"> - Run applicants through National Tenancy Database (NTD) and complete formal tenancy reference checks
MANAGEMENT COSTS		
Management Fee	9% + GST	<p>Rent Collection & Arrears Management</p> <ul style="list-style-type: none"> - Timely rent collection and trust account management - Immediate follow-up on late payments - Issuing breach notices and managing tenancy arrears <p>Maintenance Coordination & Repairs</p> <ul style="list-style-type: none"> - Arranging qualified and licensed trades - Obtaining quotes and landlord approval where needed - Emergency repairs handled 24/7 <p>Tenant and Owner Communication & Support</p> <ul style="list-style-type: none"> - Prompt and professional response to tenant and landlord queries - Ensuring tenant satisfaction to reduce vacancy
Monthly admin fee	FREE	<p>Rent Collection & Trust Accounting</p> <ul style="list-style-type: none"> - Daily rent receipting - Trust account reconciliation - Issuing rent receipts and statements to tenants <p>Fortnightly Owner Statements & Payments</p> <ul style="list-style-type: none"> - Preparation and distribution of detailed monthly financial statements - Direct deposit of rental income to landlord accounts <p>Invoice Processing & Payments</p> <ul style="list-style-type: none"> - Receiving and paying council rates, strata levies, insurance premiums, water rates & usage invoices and maintenance invoices on your behalf - Accurate recordkeeping for all expenses

Fees and charges are inclusive of GST unless otherwise shown

BOXPM will match all competitor's comparable fees & service offerings and we offer loyalty discounts to investors with multiple properties to join our exclusive investors club

Schedule of Fees and Charges (Continued)

INSPECTION COSTS		What is included in the processes
Property Condition Report	\$330.00	Detailed Inspection of Interior & Exterior - Covers every room, walls, floors, ceilings, doors, windows, outdoor areas, and fixtures. Appliance & Fitting Checks - Documents the condition and functionality of all installed appliances, fittings, locks, and smoke alarms. Photographic Evidence - High-resolution, time-stamped photos to support the written report and show pre-existing conditions.
Property Inventory Report Fee (Applicable for Furnished Properties Only)	\$275.00	Comprehensive Itemised List of furniture and inventory - Detailed inventory of all furniture, appliances, décor, kitchenware, and soft furnishings provided. Condition & Cleanliness Notes - Description of the condition, age (if known), and cleanliness of each item. Photographic Documentation - Clear, dated photos to verify the presence and state of all items at the start of the tenancy.
Routine Inspection Reports One every 3 months 4 per year	FREE	Routine inspection & assessment of current Property Condition - Checks cleanliness, maintenance, and any signs of damage or wear. Photo-Supported Report - Includes images and notes from each inspected area for transparency. Maintenance Recommendations - Identify any required repairs or preventative maintenance
Final Bond Inspection	FREE	Final Inspection Conducted - A detailed comparison is made between the original Property Condition Report and the current state of the property. Report & Photos Prepared - A final inspection report is created, including photographic evidence of any issues or damage. Damage or Cleaning Issues Identified (if any) - Tenants are notified of any required rectifications or deductions proposed from the bond. Negotiation and Agreement - Both parties discuss and agree on any bond deductions (if applicable). Disputes, if any, may be referred to the relevant tenancy authority. Bond Disposal Lodged - A Bond Disposal Form is submitted to the bond authority for release of funds—either in full to the tenant or as agreed. Bond Refunded - Funds are processed and returned accordingly, typically within a few business days after finalisation.
ADMINISTRATION COSTS		
Lease Renewal / Negotiation	FREE	Lease Expiry Monitoring - We track lease end dates and review tenant performance ahead of time. Rental Market Analysis - Current market conditions and comparable rents are assessed to determine if an increase is appropriate. Owner Consultation - We provide recommendations and confirm your preferences before offering renewal terms. Tenant Communication & Agreement - New lease terms are negotiated with the tenant and formalised in writing.
Annual Financial Summary	FREE	- Annual Rental Income and Expenses Tax Statement
Court Preparation*	\$110.00	Capped at \$440
Court Attendance*	\$110.00 per hr	
*Cost recoverable from most landlord insurance policies. Court Application fee additional.		
MARKETING CHARGES		
In-House Photography	FREE	
Professional Photography	\$220.00 (OPTIONAL)	
Internet Rental Advertising	\$220.00	
Featured Internet Advertising	\$165.00 (OPTIONAL)	
For Lease Sign (optional)	\$110.00 (OPTIONAL)	
OTHER CHARGES		
Title Search	\$28.20	(one off at commencement of management)
Insurance Claims (optional)	\$55.00 per claim	

Fees and charges are inclusive of GST unless otherwise shown

We have done the research for you.

Below is a comparison of our fees compared to other agencies

LEASING COSTS	BOXPM	Competitor 1	Competitor 2
Letting Fee / Leasing Fee - Tenant Selection & Onboarding	FREE	2 weeks rent plus GST	2 weeks rent plus GST
Tenant Reference Check	FREE	\$14.00 per applicant	At Cost
MANAGEMENT COSTS			
Management Fee	9% + GST	8.5% + GST	8.5% + GST
Monthly admin fee	FREE	FREE	\$7.70 x 12 months
INSPECTION COSTS			
Property Condition Report	\$330.00	\$260.00	\$77.00 per hour
Property Inventory Report Fee - Furnished Properties	\$275.00	\$275.00	\$77.00 per hour
Routine Inspection Reports (4 per annum)	FREE	\$99.00 x 4 per annum	\$66.00 x 4 per annum
Final Bond Inspection	FREE	\$220.00	\$77.00 per hour
ADMINISTRATION COSTS			
Lease Renewal / Negotiation	FREE	\$165.00	1 weeks rent
Annual Financial Summary (Annual Tax Statement)	FREE	FREE	\$60.00
Court Preparation*	\$110.00	\$150.00	\$110.00
Court Attendance*	\$110.00 per hr (capped at \$440)	\$440.00	\$110.00 per hr (capped at \$550)
<i>*Cost recoverable from most landlord insurance policies. Court Application fee additional.</i>			
MARKETING CHARGES			
In-House Photography	FREE	N/A	N/A
Professional Photography	\$220.00 (OPTIONAL)	\$220.00	\$150.00
Internet Rental Advertising	\$220.00	\$110.00	\$220.00
Featured Internet Advertising	\$165.00 (OPTIONAL)	\$165.00	Included 30 days feature listing
For Lease Sign (optional)	\$110.00 (OPTIONAL)	\$110.00	\$110.00
OTHER CHARGES			
Title Search (one off at commencement of management)	\$28.20	\$28.20	\$28.20
Insurance Claims (optional)	\$55.00 per claim	\$110.00 per claim	\$88.00 per claim

Fees and charges are inclusive of GST unless otherwise shown

Join BOXPM and save on management fees.

Here is a comparison of the total management fees payable for a \$700 per week rental.

TOTAL MANAGEMENT FEES FOR \$700 PER WEEK RENTA BOXPM	Competitor 1	Competitor 2
6 month lease	\$2,131.80	\$3,961.70
12 month lease	\$3,933.60	\$6,026.40
18 month lease	\$5,735.40	\$7,728.10
24 month lease	\$7,537.20	\$9,429.80

Management Fee calculation includes: Unfurnished property. Application processed with 3 adults. 1 lease renewal / negotiation at the 12 month mark. 4 hours to complete the PCR and Final Bond Reports

Management Fee calculation excludes: Marketing photography and internet advertising options not included. Annual financial summary / tax statement not included. Title search fee. Court Fees

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