



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"> <li>- Show property to potential tenants after hours.</li> <li>- Feedback reports after each viewing.</li> <li>- Interview applicants.</li> <li>- Do background checks on applicants.</li> <li>- Draw detailed lease agreement to meet all requirements.</li> <li>- Lodge the bond with bond administrator.</li> <li>- 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).</li> </ul>
Tenant Reference Check	FREE	<ul style="list-style-type: none"> <li>- Run applicants through National Tenancy Database (NTD) and complete formal tenancy reference checks</li> </ul>
MANAGEMENT COSTS		
Management Fee	<b>9% + GST</b> <i>We will match all competitor's comparable service offerings and offer discounts for owner's with multiple investment properties</i>	<b>Rent Collection &amp; Arrears Management</b> <ul style="list-style-type: none"> <li>- Timely rent collection and trust account management</li> <li>- Immediate follow-up on late payments</li> <li>- Issuing breach notices and managing tenancy arrears</li> </ul> <b>Maintenance Coordination &amp; Repairs</b> <ul style="list-style-type: none"> <li>- Arranging qualified and licensed trades</li> <li>- Obtaining quotes and landlord approval where needed</li> <li>- Emergency repairs handled 24/7</li> </ul> <b>Tenant and Owner Communication &amp; Support</b> <ul style="list-style-type: none"> <li>- Prompt and professional response to tenant and landlord queries</li> <li>- Ensuring tenant satisfaction to reduce vacancy</li> </ul>
Monthly admin fee	FREE	<b>Rent Collection &amp; Trust Accounting</b> <ul style="list-style-type: none"> <li>- Daily rent receipting</li> <li>- Trust account reconciliation</li> <li>- Issuing rent receipts and statements to tenants</li> </ul> <b>Fortnightly Owner Statements &amp; Payments</b> <ul style="list-style-type: none"> <li>- Preparation and distribution of detailed monthly financial statements</li> <li>- Direct deposit of rental income to landlord accounts</li> </ul> <b>Invoice Processing &amp; Payments</b> <ul style="list-style-type: none"> <li>- Receiving and paying council rates, strata levies, insurance premiums, water rates &amp; usage invoices and maintenance invoices on your behalf</li> <li>- Accurate recordkeeping for all expenses</li> </ul>

*Fees and charges are inclusive of GST unless otherwise shown*

## Schedule of Fees and Charges (Continued)

INSPECTION COSTS		What is included in the processes
Property Condition Report	\$330.00	<b>Detailed Inspection of Interior &amp; Exterior</b> - Covers every room, walls, floors, ceilings, doors, windows, outdoor areas, and fixtures. <b>Appliance &amp; Fitting Checks</b> - Documents the condition and functionality of all installed appliances, fittings, locks, and smoke alarms. <b>Photographic Evidence</b> - High-resolution, time-stamped photos to support the written report and show pre-existing conditions. <b>Comprehensive Itemised List of furniture and inventory</b> - Detailed inventory of all furniture, appliances, décor, kitchenware, and soft furnishings provided. <b>Condition &amp; Cleanliness Notes</b> - Description of the condition, age (if known), and cleanliness of each item. <b>Photographic Documentation</b> - Clear, dated photos to verify the presence and state of all items at the start of the tenancy. <b>Routine inspection &amp; assessment of current Property Condition</b> - Checks cleanliness, maintenance, and any signs of damage or wear. <b>Photo-Supported Report</b> - Includes images and notes from each inspected area for transparency. <b>Maintenance Recommendations</b> - Identify any required repairs or preventative maintenance <b>Final Inspection Conducted</b> - A detailed comparison is made between the original Property Condition Report and the current state of the property. <b>Report &amp; Photos Prepared</b> - A final inspection report is created, including photographic evidence of any issues or damage. <b>Damage or Cleaning Issues Identified (if any)</b> - Tenants are notified of any required rectifications or deductions proposed from the bond. <b>Negotiation and Agreement</b> - Both parties discuss and agree on any bond deductions (if applicable). Disputes, if any, may be referred to the relevant tenancy authority. <b>Bond Disposal Lodged</b> - A Bond Disposal Form is submitted to the bond authority for release of funds—either in full to the tenant or as agreed. <b>Bond Refunded</b> - Funds are processed and returned accordingly, typically within a few business days after finalisation.
Property Inventory Report Fee (Applicable for Furnished Properties Only)	\$275.00	
Routine Inspection Reports (4 per annum)	FREE	
Final Bond Inspection	FREE	
ADMINISTRATION COSTS		
Lease Renewal / Negotiation	FREE	<b>Lease Expiry Monitoring</b> - We track lease end dates and review tenant performance ahead of time. <b>Rental Market Analysis</b> - Current market conditions and comparable rents are assessed to determine if an increase is appropriate. <b>Owner Consultation</b> - We provide recommendations and confirm your preferences before offering renewal terms. <b>Tenant Communication &amp; Agreement</b> - New lease terms are negotiated with the tenant and formalised in writing. - Annual Rental Income and Expenses Tax Statement
Annual Financial Summary	FREE	
Court Preparation*	\$110.00	
Court Attendance*	\$110.00 per hr	
*Cost recoverable from most landlord insurance policies. Court Application fee additional.		Capped at \$440
MARKETING CHARGES		
In-House Photography	FREE	
Professional Photography	\$220.00 (OPTIONAL)	
Internet Rental Advertising	\$110.00	
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)
*Cost recoverable from most landlord insurance policies. Court Application fee additional.			
MARKETING CHARGES			
In-House Photography	FREE	N/A	N/A
Professional Photography	\$220.00 (OPTIONAL)	\$220.00	\$150.00
Internet Rental Advertising	\$110.00	N/A	\$195.00
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 RENTAL	BOXPM	Competitor 1	Competitor 2
6 month lease	\$2,131.80	\$3,961.70	\$4,035.90
12 month lease	\$3,933.60	\$6,026.40	\$5,915.80
18 month lease	\$5,735.40	\$7,728.10	\$7,795.70
24 month lease	\$7,537.20	\$9,429.80	\$9,675.60

*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*