



"Your NOVA Property Manager"

www.hpepropertymanagement.com (703) 651-9169

Property Management Tasks	Professional (8%)	Diplomat (10%)
<i>Photos and video of your property</i>	✓	✓
<i>Tenant move in documented</i>	✓	✓
<i>24/7 maintenance calls</i>	✓	✓
<i>Welcome basket for your new tenants</i>	✓	✓
<i>Security deposit held in accordance of state laws</i>	✓	✓
<i>*Semi Annual inspections</i>	✓	✓
<i>Leave our contact info with your neighbors</i>	✓	✓
<i>Direct collection of rents from your tenants</i>	✓	✓
<i>Direct payment of rent via ACH monthly</i>	✓	✓
<i>Payment of Mortgage, Taxes, Insurance</i>	x	✓
<i>Payment of Condo/Reston Association Fees</i>	✓	✓
<i>Change all utilities when needed for you</i>	x	✓
<i>Discounted tenant search/placement (70% - 75%)</i>	✓	✓
<i>1099 Forms (mailed in January)</i>	✓	✓
<i>Cash Flow report with charts/graphs</i>	x	✓
<i>Six Month property analysis</i>	✓	✓
<i>Quarterly maintenance funds reports/receipts</i>	✓	✓
Court Appearance Fees(if Needed)	\$250.00	\$150.00
Vacancy Fee (Monthly)	\$100.00	\$100.00
Furnished Rentals	\$100.00	\$100.00
Major Rehab Bill Rate Hourly	\$69.00	\$69.00
Condo/HOA/Reston Association Meetings	\$50.00	\$50.00
Office Admin Fee	\$95.00	N/A
Multiple Estimates	\$50.00	\$25.00
Lease renewal 6 Months/1Year/18 Month + (1 Month Rent)	15% / 25% /35%	15% /25% /35%

** Additional detailed inspections can be made at extra cost.*