

# INET SERVICES

Victoria, BC

*Property Marketing and Renting Proposal*

*Provided by:*

Helena Looby  
INET Services  
Downtown Furnished Rentals

(250) 383-8183 | (250) 220-2444

Helena Looby  
INET Services  
Downtown Furnished Rentals

(250) 383-8183 | (250) 220-2444

## Premises

YOUR RENTAL PROPERTY  
ADDRESS GOES HERE

Victoria, BC

**CONFIDENTIAL**

## *Welcomme*

Thank you for your interest in my property services. I have created a proposal for the marketing and renting of your property at the \_\_\_\_\_

Congratulations again on your acquisition in one of the most sought after locations in the city.

With a dedicated team (cleaners, concierge, handy-man, accounting) I can offer clients the best service rates as well as a high level of professional and personalized service.

We focus on providing property owners with timely communication, easy to understand financial statements as well as making sure they get the maximum revenue from their investment.

I take pride in exceptional customer service for both the homeowner and the tenants. As a result I enjoy a high rate of re-rentals and referrals.

The following proposal was developed based on the communications we have had and includes the main Terms of Service, start-up costs as well as assistance with furnishings and decorating and anything else needed to get your investment up and running.

This proposal will serve as a guiding point for further discussion and can be modified at any time.

I look forward to discussing the opportunity with you in more detail.

Regards,

*Helena P. Looby*

# About Me

*I came to Victoria as tourist and never left.*



In 2006 I started **Downtown Furnished Rentals** at the request of an associate who had a friend interested in renting their furnished condo while they were out of town. I was asked to get involved as it was known I had experience with furnished housing and a hospitality-hotel background. I enjoyed doing this and began adding to my portfolio.

By 2010 I had received enough referrals to quit my day job and work for myself full time.

The industry has always had it's challenges and ups and downs but I have found it to be a very fulfilling line of work. I enjoy meeting people from all over the world and enjoy sharing my city with those who come to work, play or stay.

*Helene P. Looby*

OWNER/OPERATOR  
INET Services

***Inet Services***  
**CONFIDENTIAL**

# What We Offer

## Administrative

- Submitting monthly invoices to tenants
- Submission of Form K's for all new tenancies where applicable
- Hiring and supervising subcontractors, trades and site employees
- Coordinating Repair and maintenance where needed
- Sending out notices to tenants

## Marketing & Rentals

- Creation of your dedicated web page
- Social Media Advertising; Google Ads online advertising
- Fielding inquiries, arranging showings, negotiating rates and contracts
- Tenant placement, screening and leasing; tenant liaison;
- Check in and out services with condition reports

## Services

- Preparing property for rental including coordinating initial photo/video session
- Ongoing errands and purchases or repair services for sundry items as required
- Property oversight
- **Decorator/shopping assist:** helping homeowners find suitable furnishings and outfitting their rental units to a high standard; attending the deliveries and installation of such items

# Proposal

## **PREMISES**

PROPERTY ADDRESS HERE

## **COMMENCEMENT DATE**

The commencement date shall be START DATE HERE

## **TERM**

12 month term (One year from the commencement date) with automatic renewal and a 60 day notice to terminate or cease from working together.

## **MARKETING FEE**

To provide the services herein and as provided by the contract between ourselves will be (\$99/year) plus tax.

## **COMMISSION**

No commission is due while the property is un-rented. There are no service fees or monthly fees for a untenanted property. Once it is tenanted commission paid either quarterly or monthly as per the following:

- 18% of the gross rental rate **FOR ONE PROPERTY**
- 16 % **FOR TWO PROPERTIES OR MORE**

## **TERMINATION**

Either party shall have the option to terminate the contract with 60 days (2 months) written notice to the respective party. All commissions, fees, rents, deposits or miscellaneous charges will be settled between the parties at that time.

## **START UP CHARGES**

- **Photo/Video Session:** \$299-499 DEPENDING ON SQ FOOTAGE
- **Annual Marketing Fee: \$99 plus tax**

# Services to be Included

## **GENERAL DUTIES**

- Negotiate with and engage the services of contractors and service people as needed
- Evaluate and recommend purchases of equipment, material and supplies required for regular maintenance
- Provide an emergency service telephone number and immediate response to emergencies
- Conduct showings to prospective tenants

## **Financial Services**

- Monthly accounting is provided by ZOHO
- Collect all fees and pay expenses, providing a detailed account of all transactions
- Arrange for direct deposit to Homeowners

# DETAIL BY RETAIL

## Decorator Assistance

We offer assistance to owners looking to create a high standard for their rental property. Areas where we can help:

- shopping for and selecting furniture pieces or packages to compliment the rental unit
- assist and attend deliveries and installation of furniture or fixtures
- buy and unpack kitchen wares
- organize kitchen cupboards and bathrooms



### CONFIDENTIALITY

All parties acknowledge that the financial terms of this proposal and the contents hereof are strictly confidential and covenant not to disclose or allow disclosure of the same to any third party.

***Inet Services***  
**CONFIDENTIAL**