

Service	Description	Target Delivery	Price
Basic Business License, DC-Single Family Rental	Stay in compliance! The BBL is required by law to rent any type of rental property in DC - even your condo, coop or house; includes scheduling/performing forthcoming DCRA HQS Inspection	3 to 7 work days	\$595.00
Certificate of Occupancy	A valid C of O, Certificate of Occupancy is required to use a building for any purpose other than single-family housing.	3 to 7 work days	\$209.00
Consulting, Basic	Odd jobs and road trips as required. You can't be everywhere but you can let our field force team bring everywhere to you (hourly rate)	case by case	\$45.00
Consulting, PLUS	Get best practices, tools and the right team. Stop seeking business advice from your attorney - it's like calling the police for a fire. (\$159 per problem and \$99 for each additional issue)	case by case	\$159.00
Credit/Background Check		same day	\$50.00
Income/Rental Verification		up to 2 work days	\$125.00
ERAP Coordination	We work hand-in-hand with the tenant and the agency providing the rental assistance. Includes multiple emails, phone calls and up to 5 site visits in order to obtain funding	case by case	\$595.00
Estimates	Research and present proposals for up to 4 service providers to select from - make an informed purchase with information at your fingertips.	case by case	\$40.00
Eviction Coordination, DC	Includes coordination with eviction company / locksmith the day of eviction, spot check the day PRIOR TO eviction to confirm that eviction company / locksmith is still needed (signs that the tenant already left the premises means that there is no need to incur the cost of the eviction company which ranges from \$450 to \$1,500 + depending on the size of your unit), locks changed and combination lockbox installed with key inside.	scheduling required	\$395.00
Expedited HQS Case Coordination	Expedited HQS Case Coordination - document preparation, electronic and in-person 3-way signatures on required lead-paint and agency disclosures required by law as well as the lease-up package, lease-up package submission and follow through until the Owner receives the initial subsidy payment	case by case	\$299.00

Service	Description	Target Delivery	Price
Expedited HQS Case Coordination & Management + HQS Inspection Coordination	Bundled services consisting of Expedited HQS Case Coordination as well as presence at initial HQS re-certification inspection, explanation of scope of work to Vendor (on-site), quality control inspection upon completion of work by Vendor and attendance at final HQS re-certification re-inspection	case by case	\$499.00
HQS Inspection Coordination	Put some boots on the ground and send us out to meet with the HQS Inspector for your initial, final or re-certification inspection.	scheduling required	\$159.00
HQS Inspection Coordination+	Includes presence at initial HQS re-certification inspection, explanation of scope of work to Vendor (on-site), quality control inspection upon completion of work by Vendor and attendance at final HQS re-certification re-inspection	scheduling required	\$399.00
HQS Pre-Inspection	Get your rental pre-inspected using the HQS Move-in Inspection Checklist for Landlords contained in the Lease-up Package	3 to 7 work days	\$159.00
Inspection, Move-in	Switch, doors, ceilings, floors ... to the windows, to the walls ... it's electric. Our jingle makes it hard to miss - photos included in this report.	scheduling required	\$159.00
Inspection, Move-out	Switch, doors, ceilings, floors ... to the windows, to the walls ... it's electric. Our jingle makes it hard to miss - photos included in this report.	scheduling required	\$159.00
Inspection, Proactive+	The purpose of the pre-emptive inspection is to make void the delinquent tenant's commonplace counterclaim that rent has not been paid due to poor housing conditions. This is a proactive inspection, but we'll also obtain the tenant's bulleted list of repair issues and have it signed and dated and this will become a legal document, Exhibit A. We will identify / discern between the REQUIRED from the nice-to-have repairs. This also includes before and after pics and detailed reports by vendors who are to complete the repairs.	scheduling required	\$199.00
Inspection, Proactive	Switch, doors, ceilings, floors ... to the windows, to the walls ... it's electric. Our jingle makes it hard to miss - photos included in this report.	scheduling required	\$109.00
Landlord Checkup	Get best practices, tools and the right team. Stop seeking business advice from your attorney - it's like calling the police for a fire (per 1/2 hour)	same day	\$159.00
Lead FREE Paint, Process Management	You failed the HQS inspection and a lead paint clearance is needed. Let us evaluate, consult and offer hands-on help to your preferred vendor.	3 to 7 work days	\$399.00

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MDE Registration, MD		3 to 7 work days	\$99.00
Proactive Eviction	1) Strategy discussion with Landlord; 2) Tenant negotiation, pros and cons of holding out; 3) Pending eviction "strategy" discussion with Tenant; 4) Abandoned property protocol - emails, letters 1st class and certified mail with return receipt and/or process service to prevent an illegal eviction lawsuit from tenant	scheduling required	\$695.00
Professional Photography	Put your best foot forward when marketing your rental listing since you only have one shot to make a 1st impression.	scheduling required	\$199.00
Project Management	Includes milestones and payment disbursement schedule, material order verification, photos, draw/final inspections (hourly rate)	scheduling required	\$65.00
Quality Control Inspection	Hire us since you're busy as opposed to paying vendors early for unfinished work. Remember ... you get what you INSPECT, not what you EXPECT.	up to 2 work days	\$75.00
Recorded Deed Obtain/Submit with Lease-up Package or New Client Setup	Obtain copy of recorded deed - most instance required in order to complete required Owner document checklist for Lease-up Package or New Client Setup	up to 2 work days	\$99.00
Registered Agent	Most states require businesses to maintain a registered agent to accept legal and official documents on behalf of your business.	up to 2 work days	\$159.00
Rental Application		same day	\$50.00
Rental Assurance, Setup	Turn tenant "suspects" into "prospects" with the Rental Assurance Program. The rent is automatically drafted from the tenant's paycheck or other recurring source of income. There is a one-time \$299 setup fee, 2% monthly charge by vendor as well as an annual account management fee of \$99 per year.	3 to 7 work days	\$299.00
Repair Evaluation	On-site evaluation of a repair which is used for informational purposes and done before the job is assigned to vendor.	up to 2 work days	\$65.00
Repair Evaluation+	On-site evaluation of a rehab project which is used for informational purposes and done before the job is assigned to vendor.	up to 2 work days	\$99.00

Service	Description	Target Delivery	Price
Service Coordination Fee-Basic	Includes collecting information on repair/service, giving owner notification, passing repair/service and tenant contact information to respective vendor, confirming repair appointment, receiving payments from Owners and disbursing to Vendor	n/a	\$40.00
Service Coordination Fee+ Emergency	Includes collecting information on repair/service, giving owner notification, passing repair/service and tenant contact information to respective vendor, confirming repair appointment, receiving payments from Owners and disbursing to Vendor	n/a	\$80.00
Single Count Eviction, DC - Basic	<p>1) Lease / lease addenda review and strategy discussion with attorney / landlord; 1) Lease / lease addenda review and strategy discussion with attorney / landlord 2) Delinquency notice and / or 30-Day Notice upon default in payment 3) Proper calculation of days and amounts 4) Case, ledger and lease handed over to attorney to be served immediately after rent payment/grace period expires --- 1) Draft complaint and summons 2) Attach copies of default / 30-Day notice upon default in payment 3) File complaint and have summons issued by Clerk of Court then acquire service of process on tenants 4) Initial court appearance - up to four appearances by attorney and Housing & Urban Management's accounts receivable POC (initial appearance, consent agreement, motion for default, file for writ) 5) Installment payment plan management established in consent agreement / payments made directly into court registry and monitored 6) File motion for default then obtain writ of possession by clerk</p> <p>DOES NOT INCLUDE TRIALS OR REPAIR COUNTERCLAIMS BY TENANTS WITH LEGAL REPRESENTATION AND APPEARANCES IN HOUSING VIOLATIONS COURT</p>	scheduling required	\$2,090.00
Single Count Eviction, DC+	Includes Single Count Eviction, DC-Basic + Eviction Coordination, DC	scheduling required	\$2,485.00
Single Family Rental License, PG	A single family rental property must have a valid rental license in PG County.	3 to 7 work days	\$199.00
Tenant Screening+	Deep dive into all of the unanswered questions using unconventional methods to ensure that the right "rent-to" decision will be made	3 to 7 work days	\$195.00

Service	Description	Target Delivery	Price
Vendor Access Coordination	Includes providing Vendor access to enter the unit to perform service - 2 hours max. \$30 charge per hour will be assessed after the 2nd hour.	scheduling required	\$99.00
Vendor Setup & QC Inspection	We will explain the Scope of Work to Vendor then perform a quality control inspection upon completion prior to the Final HQS Re-inspection	scheduling required	\$159.00
Video Property Tour	If a picture is worth 1,000 words, then a property video is worth 1,000,000. Send the message to everyone that your listing is a cut above the rest.	scheduling required	\$399.00