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FEE WORKSHEET

Property Address:	
Owner Name:	
Suggested Monthly Rent:	

Estimated Start-Up Costs

Leasing Fee - 1/2 of first month's rent.	
Monthly Management Fee	
Reserve Maintenance Account – Kept in account for maintenance costs that are below \$	
Estimated Initial Re-key & Smoke Alarm Inspection	
Estimated Professional House Cleaning – Property will have a make ready cleaning that includes general and deep cleaning, interior and exterior of appliances, interior and exterior of cabinets, blinds, baseboards, etc.	
Estimated Professional Carpet Cleaning - Property will have a make ready carpet cleaning that includes general stream clean, scrubbing and stain removal. If pet stains or odors are detected, a level 1 or level 2 pet treatment may be required.	
Estimated General Maintenance – Texas Property Code dictates any items that may need to be done prior to a tenant occupying the property. Property Manager will assess the property, once it is vacant, and will decide if general maintenance is required per the Texas Property Code or items that may need to be addressed to better market the property. If so, a general contractor will be sent out for estimates to be provided to the owner.	
Total estimated start-up costs	

When the total owed exceeds the 1st month rent collected; the overage will be collected from the (2nd) month's rent payment unless paid via an owner contribution.

Estimated Owner Draw Each Month

(Excluding any balances or maintenance)

Monthly Management Percentage	
Suggested Monthly Rent	
Monthly Management Fee	
Estimated Monthly Owner Draw	

STATEMENT OF UNDERSTANDING AND ACKNOWLEDGEMENT OF RECEIPT

Signing this acknowledgment indicates that you have reviewed the figures. The above numbers shall serve as an estimate for the initial/1st month of management fees. Worksheet does not supersede the Management Agreement between the signed parties.

DO NOT SIGN THIS FORM IF YOU DO NOT UNDERSTAND THE FIRST MONTHS FEES.

Name:

Date

Name:

Date