

Mount Vernon

Real Estate | 1795 | Today

Schedule of Services

The following rates and fees shall apply from June 21, 2011 and thereafter until revised. Rates and fees are subject to change. All hourly rates are charged for a one hour minimum and then half-hour increments.

Administrative services

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|--|-------------------------|
| Administrative services | \$35.00/hour |
| Accounting services | \$55.00/hour |
| Property Manager | \$75.00/hour |
| Principal | \$110.00/hour |
| Finance charge, outstanding balances over 30 days | 1 ½% per month |
| Initial unit owner data set-up | No charge |
| Condominium Fee/Assessment set-up in Quickbooks (after initial set-up) | \$3.00/unit |
| Condominium Fee coupons/billings | \$3.00/unit per mailing |
| Completion of federal, state or local reports, forms or documents | \$55.00/page |
| Completion of 1120-H | \$165.00 |
| Completion of state tax forms | \$165.00 |

The following items are charged to unit owners; at Mount Vernon's discretion these may be charged to the condominium for collection from the unit owner.

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| Bounced check processing fee | \$25.00 |
| Late letter, billing and invoicing fee | \$25.00 |
| Collection of dues or other amounts from unit owners in arrears; Preparation of dues collection or violation letters | \$75.00/hour |

Maintenance, Repair and Construction Services

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|---|------------------------|
| Janitorial and cleaning | \$35.00/hour |
| Maintenance and repair | \$39.00/hour |
| Snow removal | \$45.00/hour |
| Ice melt application, includes labor and supply | \$55.00/hour |
| Pool Service (chemicals, backwash, vacuuming) | \$65.00/service |
| Skilled labor | starts at \$65.00/hour |
| Emergency services, billed from location of responder | \$90.00/hour |
| Light Bulb Service, price of bulb additional | \$15.00/fixture |

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Property Owner Services

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|--|---------------------------------|
| Rental commission | 25% of gross rental amount |
| Individual unit management and service contract | \$149.00/yr. for annual service |
| Winter Check-in Service | \$35.00/visit |
| Condominium Cleaning, Studio (Maine/Massachusetts) | \$55.00/\$75.00 |
| Condominium Cleaning, One bedroom (Maine/Massachusetts) | \$65.00/\$85.00 |
| Each additional bedroom (Maine/Massachusetts) | \$25.00/\$35.00 |
| Cottage, house and commercial properties | Inquire |
| Linen service, includes supply and laundering | \$15.00/bed |
| Supply service | \$3.00/bed |
| Preparation of financial data for third-party accounting | \$75.00 |
| Real estate transfer/refinance Document Package, includes 6-D/Resale Certificate, mortgage questionnaire, insurance documents | \$135.00 |
| Lock-out, during normal hours | \$75.00 |
| Lock-out, after-hours | \$125.00 |

Supply Services

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| Keys (not including Medeco and other specialty keys) | \$7.00/cut |
| Supplies and expenses paid on behalf of clients | Cost plus 15%, minimum \$5.00 |
| Mileage, if charged | current IRS-approved rate |
| Photocopying/Printing | \$.15/impression |
| Envelope | |
| Letter | \$.25/piece |
| Manila | \$.50/piece |
| Labels | \$.10/piece |
| Postage | |
| First class mail rate | at current USPS rates |
| Certified letter | \$10.00 |
| Overnight mail | \$40.00 minimum charge |