

**Property One Project Administrative Fee Policy**

For properties where additional work outside the normal day to day administration and operation of the property is required an additional construction/maintenance administrative fee shall be charged. Please refer to the property management agreement for the amount of fee, usually a percentage of the total cost of the job, and any additional requirements such as needing prior client approval. (see below as an example)

*FOR CONSTRUCTION, REMODELING, OR OTHER CONTRACTING SERVICES.*

*An additional fee of 5% of total costs will be charged for oversight of contracted work, (not covered under warranty), which includes major renovations, remodeling, scheduled or unscheduled major repairs and insurance claim rehabilitation.*

Typically the litmus test for what qualifies involves the nature and scope of the job and the cost. An example of a project that qualifies would be a large project such as a roof replacement where specifications, bidding, contractor awarding, oversight, lien release/waiver and final payment is provided. Smaller projects may also qualify if the cost is large. Usually something over the spending limit (normally $1,000) may qualify but typically a project over $20,000 is more appropriate particularly if it is considered a capital improvement.