

**YOUR ONE-STOP  
PROPERTY AND  
TENANT  
MANAGEMENT  
SERVICE.**

No need to deal with multiple parties for maintenance or repair works. No need to deal with building management or third-party vendors. No need to babysit your tenants. Ever!

We take the hassle out of managing your tenancy, handling everything — big or small, simple or complex, from tenancy matters to tenant concerns — all for as low as RM199 a month.

No time to deal with tenants?  
Maintenance issues piling up?  
Tired of coordinating with  
multiple parties?

**DON'T WORRY,  
WE'VE GOT IT ALL  
COVERED FOR YOU!**

# OUR SERVICES



## Unit Listing, Advertising and Viewings

Looking for new tenants? Our network of property agents will market your unit, handle inquiries, and arrange viewings on your behalf.



## Tenant Support & Communication

We act as your tenant's first point of contact, managing their requests and concerns while keeping you informed about any critical issues.



## Rent Collection & Reminder

Too busy to track rent payments? We remind tenants when rent is due and also collect rent on your behalf.



## Tenant Move-Out Inspection

We conduct a thorough unit inspection at the end of each tenancy, ensuring a smooth handover before refunding the security deposit.



## Maintenance & Repair Jobs

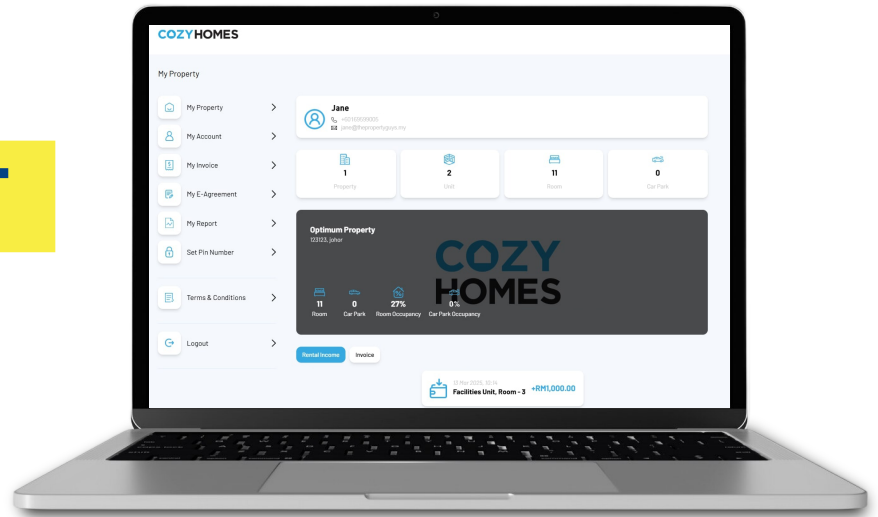
From minor fixes to major repairs, we coordinate all maintenance needs, keeping your property in top condition while ensuring tenant satisfaction.



## Tenancy Renewal

When a lease is nearing its end, we handle negotiations, paperwork, and renewals to ensure a seamless transition.

# TENANCY MANAGEMENT DASHBOARD



## Landlord:

### Secure, Personalized Login

Access your dashboard anytime, anywhere

### Monthly Financial Statements

Download monthly statements for tax and managing expenses

### Portfolio Overview

View all your properties in one glance

### Tenant Management

View lease agreements and tenant details

### Automated Income Tracking

Monitor rental payments

### And more!

## Tenant:

### Easy Online Payments

Pay rent securely via the dashboard

### Transparent Billing

View pending and past payments in one place

### Access Lease Documents

Review your lease terms and rental agreements anytime

## SMART IOT SYSTEM

is compulsory to fully enable and enjoy the Dashboard

### Smart Meter

- **Automated Utility Tracking**  
Monitor electricity usage in real-time
- **Improved Bill Accuracy**  
Prevents disputes with clear usage records
- **Supports Prompt Rental**  
Syncs with rent collection

### Smart Lock

- **Keyless Entry**  
No physical keys needed; safer and more convenient
- **Remote Access Control**  
Manage and grant access from anywhere
- **Activity Tracking**  
View in-and-out logs for added security and visibility

# CHOOSE YOUR PACKAGE

## STANDARD PACKAGE

RM **199**  
per month

## PREMIUM PACKAGE

**15%**  
of monthly rental,  
per month

### WHAT WE DO

#### STANDARD

RM199 per month

#### PREMIUM

15% per month

### Smart IoT\*

\*Is compulsory to fully enjoy all the benefits of our services and activate the CozyHomes Dashboard

Smart Meter	RM599	FREE*
Smart Meter Installation	RM350	RM350
Smart Lock	RM1,299	FREE*
Smart Lock Installation	RM250	RM250

### Services

Tenancy Management Dashboard	✓	✓
Advertising & viewing of unit	✓	✓
Finding new tenants* / existing tenancy renewal**	✓ * Subject to agent commission ** Subject to renewal fee	✓ * Subject to agent commission ** Subject to renewal fee
Tenant's first point of contact	✓	✓
Monthly rental reminders to tenant	✓	✓
Monthly rent collection on behalf of owners	✓	✓
Monthly financial statement	✓	✓
Tenant move-out inspection (Defect checking + inventory checking)	RM450	✓

\*While stocks last.

Note: Selected services are subject to 8% SST.

For every successful rental, it is subject to agent commission by our panel agent.

Additional charges may apply for certain services, including maintenance coordination and inspections outside business hours.

WHAT WE DO	STANDARD RM199 per month	PREMIUM 15% per month
Restaging of unit	RM250	✓
Coordination with Management Office / with third-party vendor(s)	RM400 <small>per engagement</small> RM600 <small>per 1 year tenancy</small>	✓
Utilities / bill monitoring (electricity, water, sewerage)	RM900 <small>per 1 year tenancy</small>	✓
Bill payment (quit rent, maintenance fee, sinking fund, tax assessment on monthly basis)	RM600 <small>per 1 year tenancy</small>	✓
Emergency site visit	RM350	✓
Utility bill transfer of tariff from commercial to residential	RM250	✓
Change of ownership of TNB account	RM250 <small>+ cost incurred</small>	✓ <small>+ cost incurred</small>
Mail collection (quarterly basis)	RM500 <small>per 1 year tenancy</small>	✓
Renewal / cancellation of fire insurance	RM250	✓
Inventory checking	RM350	✓
On-site maintenance inspection (issues like plumbing, wiring, electrical appliances etc.)	RM150 <small>per engagement + repair cost</small>	✓ <small>+ repair cost</small>
Unit inspection	RM200 <small>per engagement + repair cost</small>	✓ <small>+ repair cost</small>
Eviction / Site visit (process following CozyHomes standard operating procedures with update & full report)	RM750 <small>+ cost incurred</small>	✓ <small>+ cost incurred</small>
Professional property photography	RM500	RM500

Note: Selected services are subject to 8% SST.

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Additional charges may apply for certain services, including maintenance coordination and inspections outside business hours.

**Notes:**

- 1) For any inspection related jobs, there will be an additional charge of RM200 if the tenant move-out day falls on a weekend.
- 2) Weekend job requests are only intended for emergency cases (pipe burst, electricity trip etc.). Extra costs may be incurred and subject to availability.

**Operational hours:**

Mon-Fri, 10am-6pm

For further inquiries on Tenancy Management Service, contact **Jane +6016 959 9005**

