

**INCLUDED IN RM99 p.a.
SUBSCRIPTION**

1. Advertising & viewing of units, tenant screening
2. Monthly rental collection on behalf of owners
3. Monthly financial statement
4. Existing tenancy renewal / finding new tenants
5. Handling tenant requests

**One-time cost for the entire
subscription period:**

6. Utilities / bill monitoring (electricity, water, sewerage)*
7. Bill payment (quit rent, maintenance fee, sinking fund, tax assessment on monthly basis - deposit required)*
8. 3D virtual tour scanning*

Important things to note:

All services listed are subject to 6% SST.

Starred (*) items listed are one-time costs for the entire subscription period.

Kindly note that commission fees apply for every successful rental by CozyHomes team.

A La Carte:**Pay-per-service**

9. Coordination with management office
10. Coordination with third-party vendor(s)
11. Utility bill transfer of tariff from commercial to residential
12. Change of ownership of TNB account
13. Emergency site visit
14. Mail collection (quarterly basis)
15. Tenant move in inspection with inventory checklist
16. Tenant move out inspection with inventory checklist (optional defect check)
17. Cleaning of premise (based on sqft)
18. Renewal / cancellation of fire insurance
19. Maintenance charges (checking of leakage, appliances breakdown, crackings, structural damage)
20. Air-cond servicing
21. Eviction processes following CozyHomes standard operating procedures with update and full report
22. Restaging of unit (redecorate, defect check, basic cleaning & minor repair)
23. Professional property photography