PROPERTY MANAGEMENT SERVICES

What we handle, and what it costs.

Serving central and western Maine: Augusta, through Waterville, to Skowhegan, and over to Rumford.

Standard Management Company is a local, in-house property management team serving owners across central and western Maine. We market your units, screen your tenants, write your leases, take the tenant calls and keep your maintenance scheduled, so owning rentals feels less like a second job. Here is exactly what we handle.

NO COST, NO OBLIGATION

Free rental evaluation

Find out what your unit should rent for in today's market and how quickly we can fill it. A straight read on your rent, your vacancy and what we would do differently. Yours to keep, whether or not you ever hire us.

CALL OR TEXT
(207) 314-8021
bbrockway@standardmanagementco.com

WHAT WE DO FOR YOU

Marketing and advertising	We build the listing and publish it to multiple sites, including Facebook Marketplace and Craigslist. Most of the time this is free; when demand is soft we may suggest a small ad budget to move the unit faster.	INCLUDED
Record keeping and monthly statements	A clean owner statement every month, with the numbers reconciled into your books. Late reminders go out automatically on the 14th, with notices as needed.	INCLUDED
Tenant prequalification	We pre-screen every applicant on stated credit and background before anyone sees the unit, and line up the most qualified prospects to view it first.	INCLUDED
Showings and unit filling	Once your lockbox is up, we schedule self-guided showings from our list of prequalified applicants and field their questions, so the unit gets seen without you driving over.	INCLUDED
Institutional tenant screening	When we have a strong applicant, we run a full institutional background and credit check before you commit, the same screening the big operators use.	INCLUDED
Electronic lease writing	We draft and execute every lease through DocuSign, using leases that conform to Maine state standards. No paperwork on your end.	INCLUDED
24/7 tenant calls	We answer your tenants around the clock and handle the conversation, so you do not have to take the call. You stay informed, not interrupted.	INCLUDED
Routine maintenance scheduling	We coordinate the recurring work: HVAC maintenance, lawns mowed, snow removed, so nothing slips through the cracks.	INCLUDED
After-hours emergencies	Calls between 5:00 PM and 8:00 AM are handled at our after-hours rate. If a vendor performs the work, the vendor's after-hours rate applies.	CONDITIONAL
Cleaning	We arrange cleaning for your units as needed, billed per agreement with our cleaning partners.	AD HOC

How it works with us

You keep your rent

Your rent stays in your account. You pay us once at the end of each month. We never hold your money.

We pay your bills

We pay your property's bills on your behalf, so the operating side runs without you chasing it.

We are local and in-house

Our own crew is on the ground across central and western Maine. We coordinate the work and stand behind it, not a faceless call center.

Management fee

Private home management (your non-rental home)	**$250 / month**
Rentals, single family to 5 units	**10%**
Rentals, 5 to 20 units	**8%**
Rentals, 20 to 100 units	**6%**
Rentals, 100+ units	**Dedicated resources, custom quote**

Private home management is a flat monthly fee to look after a home that is not a rental: checking on it while you are away and lending a hand when you need help with your own place. Rental tiers are based on your total doors under management, not per property, and the fee is charged on rent collected, so a vacant unit costs you nothing. The management fee covers every service marked Included.

Leasing

New lease placement, full management	**50% of first month's rent**
Tenant placement only, no management	**100% of first month's rent**
Lease renewal	**$100**

Maintenance labor

Regular hours, 8 AM to 5 PM	**$85 / hr**
After hours, 5 PM to 8 AM	**$170 / hr**
Minimum billing	**One hour**
Materials	**Billed separately**

Snow

Plowing, typical single-family driveway	**About $50 per 4 inches**

Lawn care

Mowing	**About $60 to $100 per lawn**

Pricing shown is for new owners. Existing clients keep their original contracted rates. Routine rates are typical and may vary by property.

Preventative maintenance and seasonal care

Good management is not just filling units, it is keeping them healthy so the small things never become big bills. We schedule the following by default so they never get forgotten. They are billed at our standard rates, and you can opt out any time if you would rather handle them yourself.

Annual preventative maintenance

Once a year we clean your dryer vents, flush the water heater, clear the bathroom exhaust vents and clean the coils behind the refrigerators. The small stuff that quietly prevents fires, system failures and surprise repair bills. Billed at our standard hourly labor rate.

BY DEFAULT

Seasonal lawn cleanups

Spring and fall yard cleanups keep the property looking cared for and protect it from leaf buildup, clogged gutters and freeze damage heading into a Maine winter. Billed at our standard hourly labor rate.

BY DEFAULT

Lawn care

We mow every two weeks through the season so the property always looks maintained from the curb. Typically $60 to $100 per visit, depending on the size of the lawn.

BY DEFAULT

Winter freeze walks (vacant units)

If a unit is vacant in winter and the temperature drops below 5 degrees, we walk the property to catch a freeze risk before a pipe bursts. $375 per vacant unit for the winter. Cheap insurance against a catastrophic freeze-up.

BY DEFAULT

Questions owners ask

Is the management fee charged while a unit is vacant?	No. The fee is a percentage of rent collected. A vacant unit carries no management fee.
What if I find the tenant myself?	No placement fee. We still run full screening and execute the lease through DocuSign, billed at the $100 lease fee, the same as a renewal.
When do you need my approval for a repair?	Emergencies, meaning no heat, an active leak, no water, a lockout or anything affecting health, safety or the building, are handled immediately and you are notified. Non-emergency work over $500 waits for your approval before it starts.
How do the fee tiers work?	By your total doors under management with us, not per property. Four doors pay 10%. The fifth door moves all of your units to 8%, and the twentieth moves them to 6%.
How do we get started?	With the free rental evaluation. If it looks like a fit, we send a management agreement for you to review and sign electronically, then we collect leases, keys and tenant contacts and take over the calls.

Optional services we can put on a schedule

Property checks

- Monthly property reviews
- Quarterly property reviews
- Vacant unit checks

Grounds and seasonal

- Gutter cleaning
- Mulch and garden bed refresh
- Pressure washing
- Tree and shrub trimming

Systems and safety

- Annual heating system tune-up
- Heat pump and mini-split cleaning
- Smoke and CO detector testing
- Chimney sweep and inspection
- Winterization and freeze checks
- Quarterly pest control

Optional services are quoted per property and set on the schedule you choose. Ask about any of them during your free rental evaluation.

Curious what your unit should rent for? Start with a free rental evaluation. Call or text **(207) 314-8021**.

Email **bbrockway@standardmanagementco.com** Web **standardmanagementcompany.com**

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