



January 1, 2023

Disclosure of Fees

Unit Sale Related Charges

Letter of Estoppel & Record Change	\$	350.00	Charged on on sales, \$175 is the estoppel letter fee and \$175.00 is record change fee
Rush Fee		50.00	Charged only for requests made with less than 24 hours notice
Condominium / PUD Questionnaire Fees (for lenders)		150.00	Charged only for Individual bank forms, one is available online for free
Rush Fee		50.00	Charged only for requests made with less than 4 days notice

Funds Received from Third Parties

Hard Costs

Copies		0.35	Color Copies - charged from specific account counter on copier
		0.15	Black & White Copies - charged from specific account counter on copier
Scans		0.05	charged from specific account counter on copier
Postage		0.63	Billed at Current USPS Market Rate
Envelopes		0.35	Letter Head Envelopes
		0.10	Windowed envelopes for bill payment mailings
Letterhead		0.32	East West Urban Management letter
Coupon Book Flat Fee		10.00	Coupon Books are billed to owners who request them and or who have not activated their online portal
Office Supplies			Billed at actual cost, no mark up
Materials & Misc Purchases			Billed at actual cost, no mark up

Funds Received from the Association

Labor Rates

General General Manager or Portfolio Manager Rates	\$	150 - 200	For work above and beyond the management contract fee, including administration of insurance claims & litigation support
Maintenance Labor Rates		\$ 68 - 175	Charged in 15 minute increments, charged for Association & Owner (pd by owner) related maintenance
			Billed at \$75 hours for general technician (lighting, batteries, hanging pictures) in 15 minute increments of \$18.75- Skilled
In Unit Maintenance for Homeowners	\$	75.00	Technician billed at \$120-170 per hour
Accounting		\$ 40 - 85	For work above and beyond the management contract fee

(rates subject to change)