

Management Company Fee Schedule Checklist

The per-unit rate is the door charge. Everything below gets built on top, and none of it shows up when you compare headline quotes. Get a price on every line before you sign.

Line item	What to ask them	How it's usually charged	Quoted rate	× Qty per year	What the qty counts	Annual cost	Notes
Units in your building →	10	Enter it once — the two per-unit rows below multiply by it.					
Base management fee	The headline number. Confirm whether it is per unit or a flat monthly fee.	Per unit, per month			unit-months (units × 12)		
Monthly financial reports	Are statements included, or billed? Ask to see a sample.	Included or per month		12	months		
Annual tax filing	Who prepares the association return, and is it in the fee?	Per year		1	filing		
Audit or financial review	Often excluded entirely and required by your bylaws.	Per year		1	review		
Special or additional meetings	How many board meetings are included per year? What does one more cost?	Per meeting		2	extra meetings		
Annual meeting	Frequently billed separately from regular board meetings.	Per meeting		1	meeting		
Vendor coordination	Is arranging a repair included, or a per-incident charge?	Per incident or %		12	incidents		
After-hours emergency calls	Ask for the per-call rate and what counts as after hours.	Per call		6	calls		
Printing and postage — owner notices	Statutory mailings add up fast in a small building.	Per piece		240	pieces mailed		
Owner statements and invoicing	Per statement, or included?	Per statement / month		12	months		
Collections and delinquency handling	Ask at what point it goes to an attorney and who pays.	Per account		2	accounts		
Lien filing and release	Ask for both numbers — filing and release.	Per filing		1	filings		
Resale / disclosure package prep	Usually charged to the seller, but confirm who keeps the fee.	Per package		2	packages		
Site visits / property inspections	How many per year are included, and does anyone walk the roof?	Per visit		12	visits		
Onboarding or setup fee	One-time, and frequently omitted from the quote.	One-time		1	one-time		
Technology or owner portal fee	Sometimes per unit per month on top of the base fee.	Per unit / month			unit-months (units × 12)		
Insurance certificate tracking	Small line, easy to miss.	Per year		1	per year		
Legal coordination	Time spent talking to the association attorney, billed back.	Hourly		4	hours		
Bank, lockbox or payment processing	Ask whether the association or the company keeps any interest or rebate.	Per month / %		12	months		

Line item	What to ask them	How it's usually charged	Quoted rate	× Qty per year	What the qty counts	Annual cost	Notes
Contract termination fee	Ask before you sign, not when you want to leave.	One-time		1	one-time		
Notice period to terminate	Not a cost — but write the number down.	—			not a cost — record the notice period		
Anything not listed above	Ask them to confirm in writing that the schedule is complete.	—			—		
TOTAL — what the management company actually costs per year							
The qty column counts a different thing on each row — see "What the qty counts". Numbers shown are starting estimates for a small building; overwrite them with your own.							

Annual Cost — Side by Side

The comparison the headline rate hides. The management column pulls from the Fee Schedule tab; fill in the self-managed column with real quotes, not guesses.

Cost line	Management company	Self-managed	Notes
Management company fees (from Fee Schedule)		0	Everything on the previous tab, totalled.
Accounting / bookkeeping software or service	0		Self-managed boards need something. Price it honestly.
Annual tax preparation	0		If it was inside the management fee, it moves here.
Audit or financial review	0		Check your bylaws — some require one regardless.
Document storage and owner communication tools	0		Shared drive and a forwarding inbox cost little; purpose-built software costs more.
Bank and payment processing fees	0		Usually similar either way.
Legal review, as needed	0		Budget something. Zero is not a real number.
Reserve study (spread over its useful life)	0		Same either way — but include it so the totals are honest.
Insurance broker	0	0	Identical either way. Included so nothing looks hidden.
Printing and postage you handle yourself	0		Statutory mailings do not disappear when the manager does.
TOTAL PER YEAR			
Difference — what self-managing saves (or costs) per year			Positive means self-managing is cheaper. Then ask the harder question: do you have the systems for it?
Per unit, per month — management company			Compare this against the rate you were quoted. It is rarely the same number.

Copy-paste email — request the itemized schedule

Send this before you take a meeting. A company that will not put the whole schedule in writing has told you something.

Subject: Full fee schedule request — [association name]

Hi [name],

We're a [N]-unit association evaluating management proposals. Before we go further, could you send your complete fee schedule in writing — not just the per-unit management rate?

Specifically, please price each of the following, and note whether it is included in the base fee or billed separately:

- Base management fee, and whether it is per unit or flat
- Monthly financial reporting
- Annual tax filing, and audit or review if applicable
- Board meetings included per year, and the cost of additional or special meetings
- Vendor coordination — per incident, percentage, or included
- After-hours emergency calls, and what counts as after hours
- Printing and postage for owner notices
- Owner statements and invoicing
- Collections, delinquency handling, lien filing and release
- Resale and disclosure package preparation, and who keeps that fee
- Site visits and inspections included per year
- Onboarding or setup fee
- Technology or owner portal fees
- Any bank, lockbox or payment processing fees, and whether you retain any interest or rebate
- Termination fee and required notice period

Could you also confirm in writing that the schedule is complete and that no other charges apply?

Thanks,

[your name] · [role] · [association name]