

Date: [Insert Date]

To: [Property Manager Name/Company Name]

[Address]

[City, State, Zip Code]

Subject: Verification of Management Fee Structure - [Property Address/Account Number]

Dear [Property Manager Name],

I am writing to formally request a detailed verification and breakdown of the management fee structure currently applied to the property management agreement for [Property Address].

To ensure our records are accurate and aligned with the executed agreement, please provide clarification on the following items:

- **Monthly Management Fee:** The percentage or flat rate currently being charged.
- **Leasing Fees:** The costs associated with securing new tenants and lease renewals.
- **Maintenance Markup:** Any administrative fees added to vendor invoices or repair costs.
- **Additional Fees:** A list of any ancillary charges such as marketing, inspection, or legal coordination fees.
- **Payment Schedule:** Confirmation of when fees are deducted from the monthly rental income.

Please provide this information in writing, along with a copy of the specific section of our Property Management Agreement that outlines these costs, by [Insert Date].

Thank you for your prompt attention to this matter and for your ongoing management of the property.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]