



PROPERTY  
SOLUTIONS  
*of Utah*

# the OWNER kit



# PROPERTY SOLUTIONS *of Utah*

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Our mission is quite simple...Offer an unparalleled property management service through basic core values. Integrity, excellence & service before self.

We will demonstrate integrity with our daily management, accounting procedures and relationships with owners, tenants and vendors. We will strive for excellence in all daily activities. We will work to cultivate partnerships with technologically advanced and honest vendors. Last, but certainly not least, we will work to place the needs of others before ours.

***“As owner of this company, I personally guarantee that we will strive do everything we can to provide our owners and tenants the best possible experience. ” - Jason Wolf***



# Management **SERVICES**

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We take the service and management of your investment very seriously! If there's a service or product you need, and we're not offering it, contact us. We're always looking to grow and meet the needs of our investors, homeowners, landlords and tenants.

## Benefits of using Property Solutions of Utah

- Customized pricing packages that fit your needs
- Cutting edge mobile technology
- Renters can pay rent online
- No hassle management
- Automated owner statements
- Online Owner Portal Access
- Industry leading marketing tools
- 24/7 maintenance request handling
- Prompt Response to Tenant Requests
- Low vacancy rate
- Low time on market
- Industry specific local knowledge



## What we do as your property manager

- Fill vacancies
- Syndicate your rental on all major national and local rental sites
- Handle tenant inquiries
- Background and credit investigations
- Application processing
- Lease signing
- Tenant insurance verification
- Full service repair
- Pre and post property inspections
- Rent collection
- Accounting
- Coordinate Evictions
- Manage tenant challenges



# Owner statements ARE EASY TO READ

Easy-to-read owner statements will be posted to the secure Owners Portal. You'll have on-demand access to all of your monthly and year-end tax statements from anywhere. You can also have your monthly proceeds directly deposited to the bank account of your choice preventing mail delays or lost checks - you'll get your payments faster!

## PROPERTY MANAGEMENT COMPANY INFORMATION



1226 West South Jordan Pkwy, Suite D  
South Jordan, Utah 84095

## STATEMENT PERIOD

Period: 01 Dec 2013-31 Dec 2013

## OWNER STATEMENT

**Raymond Thompson**  
896 Sofitel Drive  
San Diego, CA 92109

**PROPERTIES**  
**Bayside Court - 3960**  
Bayside Court  
San Diego, CA 92109

## OWNER INFORMATION

Type	Reference	Description	Income	Expense	Balance
		Beginning Cash Balance as of 12/01/2013			400.00
Receipt		Rent - Rent	3,000.00		3,400.00
Check	92	Management Fees - M 2013			
12/10/2013	Mountain View Lawn Care	Check 93 Gardening			
12/15/2013	PECO Gas Co.	Check 98 Gas			
12/20/2013	Raymond Thompson	Check 109 Owner Distribution		2,509.33	400.00
		Ending Cash Balance			400.00
<b>Total</b>			<b>3,000.00</b>	<b>3,000.00</b>	

## COMPLETE DESCRIPTION OF EACH BILL

EASILY IDENTIFY BILLS PAID AND ASSOCIATED WITH EACH PROPERTY - NO SURPRISES.

## CURRENT BALANCE

# Robust MARKETING

We can efficiently market your properties and fill vacancies faster using One of our many leasing dashboard, vacancy postings, and website integration.

The screenshot displays a 'VACANCY DASHBOARD' with three property listings. Each listing includes a photo, address, and a table of posting options. The middle listing is highlighted with an orange border.

Vacant for 30 Days		
Our Website	Not posted	POST
Internet	Not posted	POST
+ Post Vacancy Manually		
X Remove from Vacancy List		

**Olympic Park - Sedona**  
1007 5th Ave  
San Diego, CA 92101  
**Beds: 2 Baths: 1 Sq Ft: 900**  
Market Rent: \$1,400.00  
**Available now!**

**Olympic Park - Sedona**  
1007 5th Ave  
San Diego, CA 92101  
**Beds: 2 Baths: 1 Sq Ft: 900**  
Market Rent: \$1,400.00  
**Available now!**

**Olympic Park - Sedona**  
1007 5th Ave  
San Diego, CA 92101  
**Beds: 2 Baths: 1 Sq Ft: 900**  
Market Rent: \$1,400.00  
**Available now!**

## Leasing Dashboard

- Our team can quickly view information on available and soon-to-be available units and track the progress.
- All of the information is at our fingertips including guest cards and access to rental applications submitted. This makes it easy to track and improve on the effectiveness of our marketing efforts.

# Vacancies are **FILLED QUICKLY**

We will post eye-catching vacancy advertisements quickly to our website and hundreds of rental listing sites on the internet. Prospective residents can fill out an online application through our postings, our team completes the screening process and fills the unit quickly.



**COMPANY LOGO** 2 BEDS 1 BATHS \$1,250 RENT/MONTH

VACANCY AD

# Appealing to the Modern(Mobile)Renter

Our team provides a seamless online leasing experience for prospective renters. The prospective renter submits an online application, we run a background screen, then we sign the lease -- all electronically!

*Making this process easy and simple for the modern renter and our team means we can rent properties more efficiently and faster, every time.*



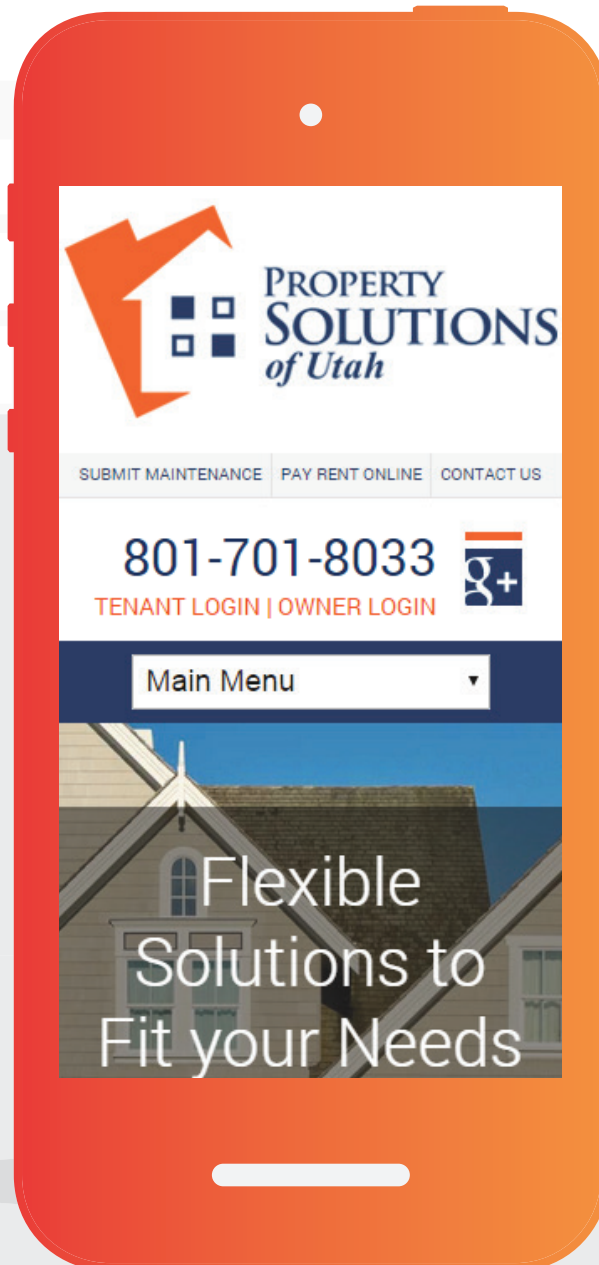
Show The Property



Apply Online



Screen Instantly



Sign Lease Online



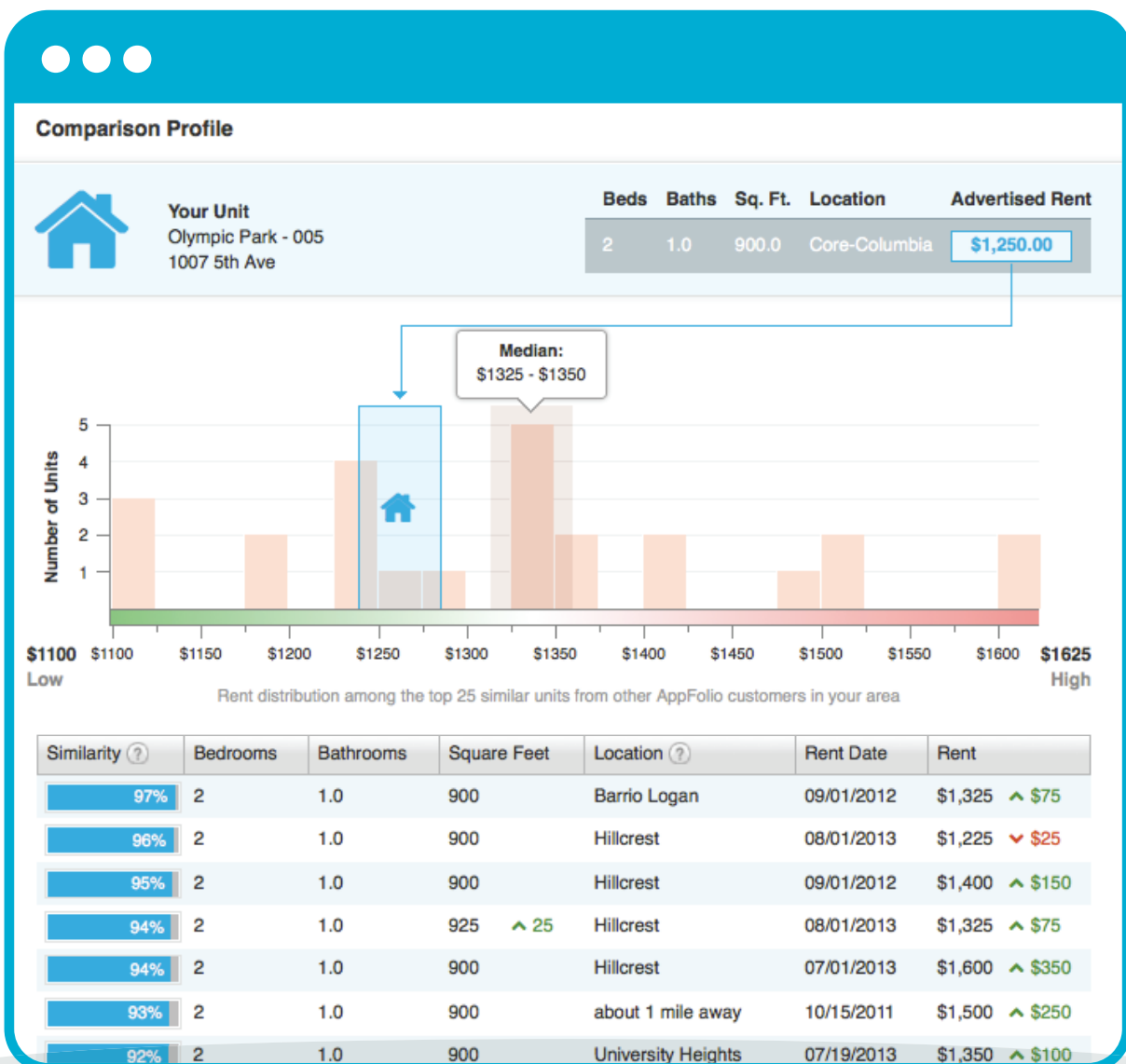
Give Keys



# RentMatch Comparison

Our built-in rent comparison tool allows us to compare rental prices of similar units in the same geographic location. With this information we can ensure our properties are competitive and we are maximizing rental revenue.

*The modern renter expects the ability to view property details online and to quickly apply to rent and we offer it!*

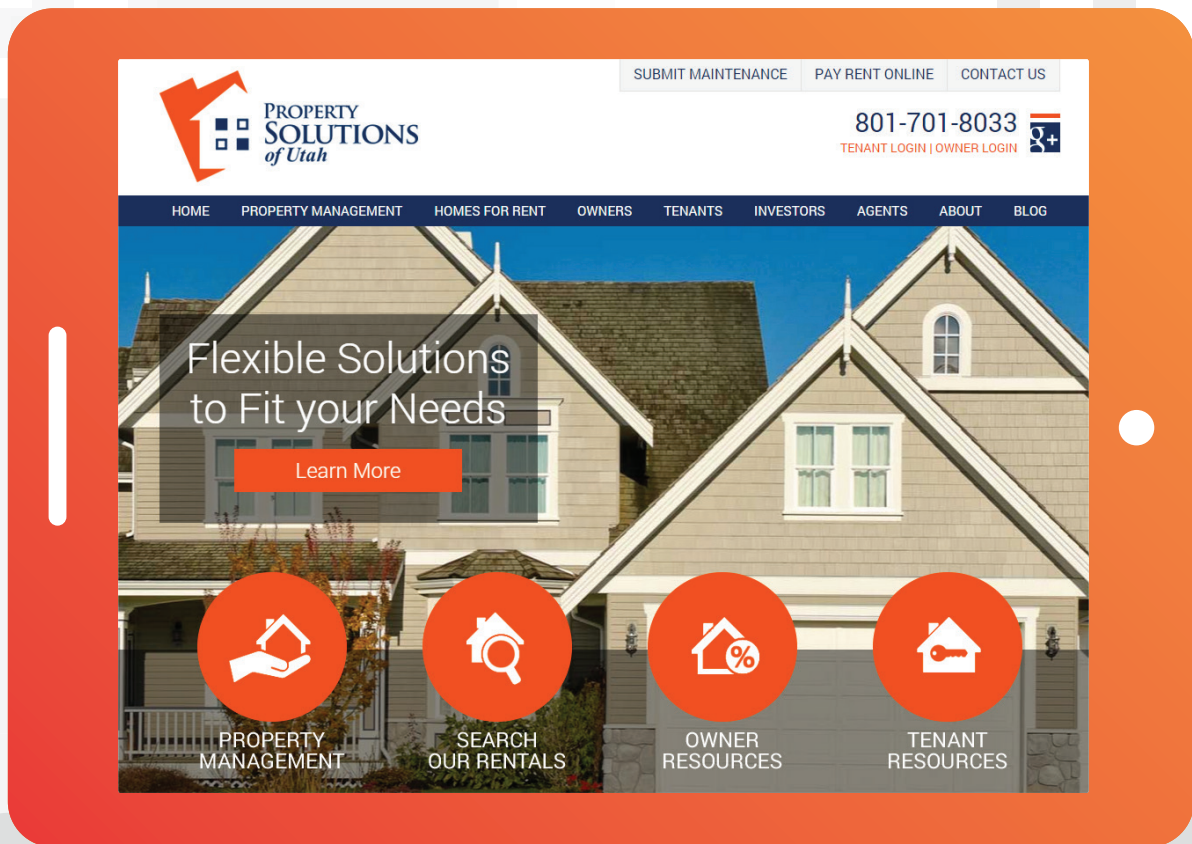




# Professional web **PRESENCE**

Our state of the art website is 100% integrated, so that we can seamlessly accept rent online, post and update vacancies with a few clicks, and accept online maintenance requests that automatically create work orders.

*With the ability to immediately post new vacancies to our SEO optimized website, we can help prospective renters easily find our listings and ultimately fill vacancies faster.*





# Online rental **APPLICATION**

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## Rental Application

Prospective residents can fill out guest cards and apply online giving us the ability to capture their information in real time and approve these residents even faster.

*The online application  
is even mobile friendly!*

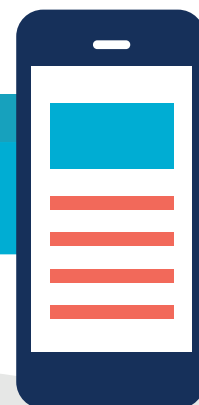


Application fee: \$35.00

You are applying to rent:  
122 Caroline St NE  
Atlanta, GA 30307

Desired move in:

**GET STARTED**



# Finding the best Residents

Resident Screening is centralized with our software. Applicants can easily be screened on the spot while at the property showing and the results are returned within seconds rather than hours. This easy-to-read Screening Report paired with rent payment history from Experian RentBureau allows us the unique opportunity to choose the most qualified resident for your property while they are still interested.

## TENANT SCREENING REPORT

APPLICANT SUMMARY

APPLICANT INFORMATION

REPORT DATE: 07/07/2013

powered by:

NAME	SSN	XXX-XX-6789 <span style="float: right; color: green; font-size: 0.8em;">✓ VERIFIED</span>
<b>JOHN DOE</b>	DOB	05/17/1961
	CURRENT ADDRESS	1951 MADISON ST, LARAMIE, WY 82070-6001
	PREVIOUS ADDRESS	1016 MILL ST, LARAMIE, WY 82072-1848

### CREDIT SUMMARY

FICO Score

535

The credit report includes 3 potentially negative items.

TRADES	ESTIMATED MONTHLY PAYMENT	DELINQUENCY HISTORY (2 YEAR)	COLLECTION ACCOUNTS
TOTAL 15	\$406	30+ DAYS 10	0
OPEN 0	TOTAL PAST DUE AMOUNT	60+ 10	COLLECTIONS BALANCE
NEGATIVE 3	\$880	90+ 5	\$0

NEGATIVE TRADES SUMMARY (3)

CREDITOR	TYPE	LAST UPDATED	STATUS	HIGH BALANCE	PAST DUE AMOUNT	CURRENT BALANCE
<a href="#">BANK OF AMERICA</a>	Revolving	01/12/2013	PastDue	\$3,173	\$468	\$3,173
<a href="#">BANK OF AMERICA</a>	Revolving	01/27/2013	PastDue	\$2,706	\$289	\$2,706
<a href="#">CHASE</a>	Revolving	02/04/2013	PastDue	\$8,200	\$123	\$1,789

[Showing 3 of 3](#)

### RENT PAYMENT SUMMARY

4

The RentBureau report includes 4 potentially negative items.

TOTAL PROPERTIES	PAYMENT HISTORY (2 YEAR)	TOTAL AMOUNT OUTSTANDING
4	On-time 14	\$3,700
TOTAL NEGATIVE ITEMS	Delinquent 2	
4	Write-off 2	



# Sign the lease Online

The lease automatically pulls in data from the renters online application saving time and reducing the requirement for manual data entry. The lease can be finalized by signing electronically and is automatically stored in our system and the Tenant Portal so the resident can print a copy at any time. This is the most advanced and modern approach to lease signing and we're proud to offer it!

**Legacy Creek**  
388 Cranky St · Crankytown, CA 93117  
222) 222-2222

**PROPERTY SOLUTIONS of Utah**

## 1 Residency and Financials

### 1.1 PARTIES AND OCCUPANTS

This Lease Contract is between you, the undersigned resident(s):

Jenifer Robinson, Amy Love

and us, the property management company:

Legacy Creek

You've agreed to rent the property located at

5012 Luckm  
Elk Grove, C

for use as a pri  
listed above. Th

The apartment  
Owner / Agent  
longer than 7 co

### 1.2 LEASE D

The terms of th  
and thereafter,  
herein, save any

### LEASE AGREEMENT

- 1. Residency and Financials
- 2. Policies and Procedures
- 3. Responsibilities
- 4. General Clauses

### ACCEPTANCE

Sign and Accept

## 5 Sign and Accept

### 5.1 ACCEPTANCE OF LEASE

This is a legally binding document. By signing your name, you are consenting to use electronic means to (i) sign this contract (ii) accept lease agreements and addenda. You will receive a printed contract for your records.

X \_\_\_\_\_  
Jennifer Robinson

X \_\_\_\_\_  
Amy Love

### LEASE AGREEMENT

- 1. Residency and Financials
- 2. Policies and Procedures
- 3. Responsibilities
- 4. General Clauses

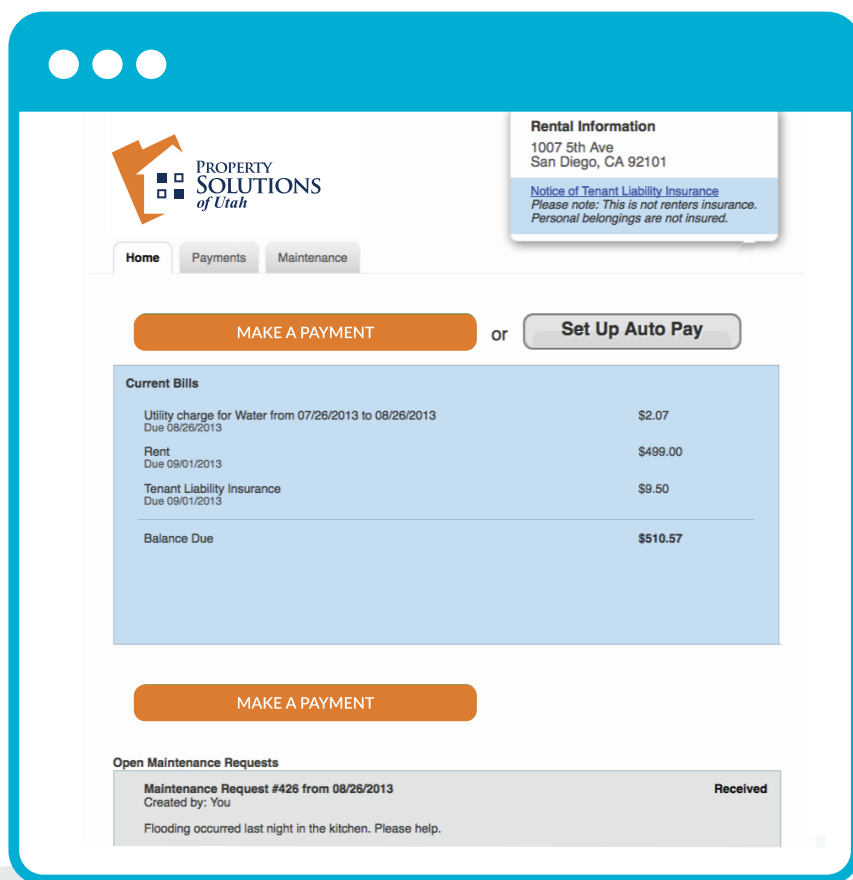
### ACCEPTANCE

Sign and Accept

# Online rent Payment

We offer the option for residents to conveniently pay their rent online 24/7 instead of mailing checks. They can pay once, establish a recurring payment, or make a last minute payment. With a variety of online payment options including E-Check, Credit Card, and Electronic Cash Payments, funds are deposited faster and more securely. The online tenant portal is completely integrated with our accounting records and residents really appreciate the convenience and accessibility the online services provide them.

*Our team is so much more efficient without the need to shuffle checks and drive to the bank.*



Credit Card



E-Check



Electronic Cash Payment



# Extremely Efficient Team

## Maintenance Requests and Online Work Orders

Residents can easily submit maintenance requests online and we can create electronic work orders, then communicate electronically with our vendors. All of this is tracked seamlessly we can access information from any mobile device. This means we resolve property maintenance issues faster and keep residents even happier!

**RIVERSTONE APARTMENTS**  
**Riverstone Apartments**  
 1007 5th Avenue  
 San Diego, CA 92101  
 Phone - (805) 617-2134

**To:**  
**Top Notch Plumbing**  
 P.O. Box 2563  
 Forest Park, CA 30298  
 Office - (720) 436-7819

**Tenant(s)**

**Name** Erik Sandoval  
**Phone Numbers** Phone - (555) 969-7823

**Description**

I am having some serious issues with our plumbing. There is no pressure in our kitchen or hallway bath  
 Please help. - Erik Sand

**Vendor Instructions**

Please contact tenant and schedule a time to complete the following: Contact Jonathan Hart once comp  
 - Water pressure in kitchen  
 - Water pressure in hallway bathroom

**Details**

Account	Statement Description	Amount
6450-00: Plumbing	Fixed pressure issue	
<b>Total:</b>		

**Created By:** Customer Service  
**Authorized By:** \_\_\_\_\_  
**Signed By:** \_\_\_\_\_  
**Dated By:** \_\_\_\_\_  
**Invoice #:** 0001542

<b>Work Order #</b>	156
<b>Status</b>	Completed
<b>Created On</b>	10/18/2013
<b>Estimate Requested On</b>	10/18/2013
<b>Estimated On</b>	10/21/2013
<b>Scheduled On</b>	10/22/2013
<b>Completed On</b>	10/22/2013
<b>Tenant(s) Notified</b>	Yes
<b>Permission to Enter</b>	Yes
<b>Job Site</b>	Olympic Park - 003 1007 5th Ave San Diego, CA 92101
<b>Maintenance Limit</b>	\$500.00

**Technician's Notes:**



# FAQs

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## Questions about the Service

### *Are you licensed?*

Yes, we are a fully licensed brokerage and property management company and in good standing with the Utah Division of Real Estate and Salt Lake Board of Realtors.

### *Do I get to see or sign the tenant lease?*

As your designated agent, we will negotiate and sign all lease agreements on your behalf.

### *Do you charge the tenant a security deposit? What about a pet fee?*

Yes. Our policy is that the security deposit is typically one month's rent. With that said, we work closely with you to meet what the market is doing and what might be best for the tenant, while still protecting your asset. Pets are not allowed without your permission. When pets are allowed, an additional pet fee of typically \$500 is required for each cat, dog or other animal. Any damage above and beyond the pet deposit remains the tenant's responsibility. The pet deposit is used to offset the costs of a mandatory steam cleaning that is done on your carpet after the Residents vacate.

### *Do you offer direct deposits to owner accounts?*

Yes, with a complete and approved authorization we will deposit your fund directly into your bank account via ACH.

### *Do you offer other real estate services?*

Yes, we are a dual licensed real estate company that can help with all aspects of real estate. Whether you're looking for sell or acquire more property, we can help.

### *Do you work with Section 8?*

Yes. It is important to know that Section 8 is not a protected class.

### *How do I gain access to my account information?*

In addition to sending out monthly statements, you will have full account access via our Owner Portal on this site.

### *How do tenants pay their rent?*

Tenants have several options with our award winning accounting software. While we prefer direct debit, they're able to pay via credit cards. Of course they can pay with money order or check as well. We do not accept cash.

### *How quickly can you start managing my property?*

We have a very skilled and knowledgeable staff that onboard property owners quickly. With that said, we want to do it right. We prefer enough time to introduce our company to the tenants if already placed, create the owner and tenant accounts along with proper general accounts, etc. We know that you may not have a lot of time so we can work quickly, but generally speaking we prefer 7-10 business days.

### *How will you market my property for rent?*

We will syndicate your property on as many avenues such as Zillow, Trulia, Rentals.com, Craigslist, etc. We have also worked to create great relationships with local realtors who will refer us.

### *What type of tenant screening do you offer?*

We subscribe to one of the country's leading property based accounting software. One of the benefits of partnering with such market leader is we run a credit, criminal and national eviction background check.



Thank you for the opportunity  
to earn your business!



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