

Owner Statement Example

YourName Property Management Company

Period: 01 Sep 2011-30 Sep 2011

50 Castilian Drive
Santa Barbara, CA 93117

Owner Statement



Jonathan and Carolina Diaz

9578 Vista Road
Miami, FL 33132



Properties

Mission Street - 23 W.
Mission St.
Santa Barbara, CA 93109

Date	Payee / Payer	Check #	Description	Income	Expense	Balance
			Beginning Cash Balance as of 09/01/2011			250.00
09/01/2011	William Reynolds		Rent - Rent	3,350.00		3,600.00
09/03/2011	YourName Property Management Company	7366	Commissions Paid - Commissions Paid for 09/2011		335.00	3,265.00
09/07/2011	Ace Glass Inc.	7367	Light Fixtures		125.67	3,139.33
09/14/2011	City of San Diego	7368	Property Tax		211.67	2,927.66
09/25/2011	Jonathan and Carolina Diaz	7381	Owner Distribution - Owner payment for 09/2011		2,677.66	250.00
			Ending Cash Balance			250.00
Total				3,350.00	3,350.00	

Bills Due

Due Date	Payee	Description	Unpaid
09/27/2011	Ralph's Roofs	Leaking Roof Repair	200.00
Total			200.00

Property Cash Summary

Required Reserves	250.00
Prepaid Rent for Future Rent	0.00

Owner Statement (Explained)

WRI Property Managements easy-to-read owner statements will be emailed directly to you each month and posted to the secure Owners Portal.

Statement period

YourName Property Management Company

50 Castilian Drive
Santa Barbara, CA 93117

Period: 01 Sep 2011-30 Sep 2011

Owner Statement

Jonathan and Carolina Diaz
9578 Vista Road
Miami, FL 33132

Properties
Mission Street - 23 W.
Mission St.
Santa Barbara, CA 93109

Complete description of each bill

Date	Payee / Payer	Check #	Description	Income	Expense	Balance
			Beginning Cash Balance as of 09/01/2011			250.00
09/01/2011	William Reynolds		Rent - Rent	3,350.00		3,800.00
09/03/2011	YourName Property Management Company	7366	Commissions Paid - Commissions Paid for 09/2011		335.00	3,265.00
09/07/2011	Ace Glass Inc.	7367	Light Fixtures		125.67	3,139.33
09/14/2011	City of San Diego	7368	Property Tax		211.67	2,927.66
09/25/2011	Jonathan and Carolina Diaz	7381	Owner Distribution - Owner payment for 09/2011		2,677.66	250.00
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09/27/2011	Ralph's Roofs	Leaking Roof Repair	200.00
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Property Cash Summary

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Prepaid Rent for Future Rent	0.00

Reminder of current balance due

Property management company information


Owner information

Easily identify bills paid and associated with each property – no surprises.

View upcoming bills

Printed Work Order

We can create electronic work orders and communicate electronically with our vendors so we ultimately resolve property maintenance issues more quickly.

 YourName Property Management 89 Hillside Drive Suite 2400 San Diego, CA 92117 Phone - (619) 237-4122 Fax - (619) 854-2314		Work Order # 179 Status Completed Created On 05/05/2011 Estimate Requested On 05/05/2011 Estimated On 05/07/2011 Scheduled On 05/08/2011 Completed On 05/15/2011 Tenant(s) Notified Yes Job Site 1011FS - 1011 F Street San Diego, CA 92101												
To: Ace Glass Inc. P.O Box 2986 Los Angeles, CA 90210 Office - (619) 835-4896														
Tenant(s) Name Frank Thomas Phone Numbers Phone - 555-6698														
Description Tenant complains of faulty door in the back of house. Inspection has shown that door is beyond repair and will require a new door to be purchased, transported, and installed.														
Vendor Instructions Please confirm appointment with resident and management company.														
Details <table border="1"> <thead> <tr> <th>Account</th> <th>Statement Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>6210: Repair</td> <td>New door installation.</td> <td>75.00</td> </tr> <tr> <td>6210: Repair</td> <td>Purchase of new door.</td> <td>225.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total:</td> <td>300.00</td> </tr> </tbody> </table>			Account	Statement Description	Amount	6210: Repair	New door installation.	75.00	6210: Repair	Purchase of new door.	225.00	Total:		300.00
Account	Statement Description	Amount												
6210: Repair	New door installation.	75.00												
6210: Repair	Purchase of new door.	225.00												
Total:		300.00												
Created By: Customer Service Authorized By: _____ Signed By: _____ Dated By: _____ Invoice #: 1002846	Technician's Notes: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>													

Electronic Owner Payments (ACH)

We use electronic funds transfer to deposit funds directly in your bank account, so you receive your payments much faster.

ACH Transaction			
YourName Management Company 89 Hillside Drive Suite 2400 San Diego, CA 92117	Bank of America Checking Bank of America 4515 Iverna St San Diego, CA 92115	Date: 08/31/2009 Confirmation #:	
Pay to the order of: DONALD AND LORAINNE THOMAS This amount: THREE THOUSAND, NINE HUNDRED THIRTY-SEVEN AND 72/100 DOLLARS	\$3,937.72		
_____ MEMO			

Online Rent Payments

We offer the option for our residents to pay rent online instead of mailing checks. Funds are deposited faster, the solution is completely integrated with our accounting records and it is very easy for residents and our staff, too.

WRI Property Management Resident Portal

Make Online Payments, Submit Maintenance Requests and Manage Your Account



How to Access the Resident Portal?

- ✓ Click the **link** provided in the Resident Portal Activation email you receive from WRI Property Management.
 - Note: Be sure to save the link as a bookmark in your browser for fast easy access in the future or refer to our website at www.wripm.com and click on Resident Section
- ✓ On the Resident Portal login page, *enter your email address and password* and *click the Log In button*.
 - Note: Be sure to use the same email address you have on file with WRI Property Management, the first time you access the system you will be prompted to create a password and activate your account.
- ✓ You are logged into the Resident Portal