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 PROPERTIES INVESTMENTS MANAGEMENT MAINTENANCE

**G. MANAGE:** Now that the Tenants are nestled into their new home, we begin our management process! The first month's rent has been received and it is time for Month-End processing. We highly recommend you enroll in Direct Deposit (**ADDENDUM A**), which enables us to auto-deposit rents into your bank account by the 10th of each month, or next business day, in the event the 10th lies on a weekend or Holiday. Financial statements will accompany payment initiation, of which you'll be able to access via your own, personally secured, portal, as provided by AppFolio. Logon access will be sent to you upon finalizing this contract. An example of your financial statement will look like this:

**Bayside Walk #A – 2790 Bayside Walk #A, St. Paul, MN 55104**

**Property Summary**

Beginning Balance	15,592.27
Cash In	1,000.00
Cash Out	-300.00
Ending Cash Balance	16,292.27
Unpaid Bills	-8,102.27
Property Reserve	-250.00
<b>Net Owner Funds</b>	<b>7,940.00</b>

**Transactions**

Date	Payee / Payer	Type	Reference	Description	Cash In	Cash Out	Balance
				Beginning Cash Balance as of 08/01/2017			14,298.75
08/22/2017	I & B Carpet Cleaners	Check	125	2 - Carpet Cleaning		90.00	14,208.75
08/22/2017	Joe Brown	Receipt		1 - Prepaid Rent - Prepaid Any	1,000.00		15,208.75
				Ending Cash Balance			15,208.75
<b>Total</b>					<b>1,000.00</b>	<b>90.00</b>	