

QUORUM

REAL ESTATE & PROPERTY MANAGEMENT INC



RENTAL PROPERTY MANAGEMENT

SEATTLE, WA

Thank you very much for considering Quorum Real Estate Property Management, Inc.

In this packet you will find an outline of our services available to property owners, fee structures, sample monthly statement, testimonials, and more.

We look forward to hearing from you!

A Stress Free Solution to Property Management

Let us take the hassle out of the day-to-day tasks of managing and renting.

You won't have to worry about screening potential tenants, collecting rent checks, or fixing that leaky toilet.

At Quorum, we are guided by a philosophy that emphasizes **active management** and **clear communication**.

From every day management to capital improvement projects, Quorum has the knowledge and experience to handle all of your management needs.

Customized service for each client is our priority.

MANAGEMENT SERVICES

- Facilitate unit turnovers in a timely manor
- Photograph and advertise your property on 30 websites including Zillow, Apartments.com, Trulia, etc.
- Show, screen and move in tenants
- Ensure timely and secure rent collection
- Manage all maintenance issues and projects
- Be available to owners and tenants via phone, email and through Appfolio
- After hours answering service for emergencies

Tenant Placement

Want to manage your rental but need help finding a tenant?

Take advantage of our Tenant Placement option!

We will:

- Advertise your unit
- Arrange showings with interested parties
- Review applications, screen credit reports and verify income
- Perform move-in inspections
- Make copies of and give keys to tenants

Then the rest is up to you!

We would love to give you a personalized quote for your property.

ELEVATING PROPERTY MANAGEMENT

For almost four decades Quorum Real Estate has been successfully matching people with property in both King and Snohomish Counties.

Our property managers are licensed Real Estate agents and bring valuable experience to your property.

We have a catalog of skilled vendors ready to **facilitate turnovers**, **repairs**, **or any construction** your property may require.

CUSTOMER TESTMONIALS

"Felix and his staff actually care. There are too many businesses where that cannot be said. I've personally used Felix for property management and home sales, and have seen him at work on condo management as well. **Honest, intelligent, and friendly**." - Stephen S

"We have been tenants under Quorum's management and have had nothing but positive experiences. They have always been **communicative** and **prompt** in addressing any issues we have had over the past four years. I highly recommend their company! - Eric W

"Quorum Real Estate Property Management, easy to work with. **reliable** and the process was easy." -Frank M

CUSTOMER TESTMONIALS

"I rented a condo unit they managed for nearly 6 years. They were always **helpful** and **responsive** when any needs or problems arose. The owner decided to sell the condo and Quorum was understanding with the challenges in finding a new location under these difficult times. They allowed me stay an additional month to assist my search." - Rick R

"Anyone who has tried to move to the Seattle recently knows how competitive the rental market is. After a month of getting no absolutely no where, I came across Quorum Real Estate. I was able to talk to someone immediately and with in one day they had me in an incredible unit. I worked with a gentleman named Samson who was **beyond professional**. He was **responsive**, **polite**, and you could tell he cared. He made the process quick and easy. I would 10 out 10 recommend this company!" - Owen B

MANAGEMENT FEES

Management and lease fees are negotiable based on property size and term agreement, below is a sample fee structure

- Management Fee is charged monthly at a percentage of the gross monthly collections.
 The actual percentage is determined by mutual agreement of Owner and Agent before signing of Management Agreement. The minimum monthly Management Fee to Quorum is \$150.00.
 - Lease Fee 75% of one month's rent with each new lease.
 - Lease Extension Fees 50% of one month's rent when a tenant extends an existing lease.
 - Account Set-up Fee (one-time) of \$20.00 per unit with a \$150.00 minimum charge.
 - Monthly Administrative Maintenance Fee of \$1.50 per unit. (Minimum of \$15.00)

QUORUM REAL ESTATE PROPERTY MANAGEMENT INC.

The following pages explain all the benefits of the online platform, **Appfolio**, that we utilize here at Quorum.

Tenants can pay rent, submit maintenance requests, sign leases, and live chat with Quorum agents through the Appfolio app or website.





AppFolio Property Manager

Residential Property Management Owner Kit







Enhanced Communication Between Renters, Owners & Property Management Company

Communication Is Critical

It's important for renters and owners to be able to connect with their property managers quickly and vice versa.

AppFolio's built-in messaging and emailing tools make collaboration and staying informed more convenient than ever.

- Unlimited **text messaging** and **emailing** (single or bulk) at no added cost
- Submit maintenance requests from any device
- Easy **document sharing** through the Online Portal
- Letters for easy **notification** of delinquency notices
- Access to built-in forms & payment reminders





Real-Time Access to Documents & Electronic Payments

Completely Mobile with 24/7 Access

Mobile functionality is one of the top priorities for property managers, renters, and owners.

AppFolio's robust mobile capabilities mean you have on-demand access to financial statements, monthly summaries, year-end tax statements, and important documents from anywhere at any time. It also means you can make and receive payments from your mobile-friendly Owner Portal.





Competitive Tools to Ace Leasing

Robust Marketing to Attract Modern Renters

Arming property managers with the right tools to efficiently market your properties means filling vacancies faster.

AppFolio Property Manager's stand-out leasing features start with a professional web presence to attract the right renters, and continues on with online guest cards, rental applications, and digital lease signing.

- A professional web presence makes a good first impression and amplifies your brand.
- Eye-catching vacancy postings are featured on your website, along with hundreds of online rental listing sites.
- The **Leasing Dashboard** displays information on available units, soon-to-be available units, guest cards, and rental applications so your team can quickly and accurately track progress toward 100% occupancy.
- Built-in **rent comparison tools** align vacancies with comparable rent rates in the same geographic location to maximize rental revenue.

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Streamlined Maintenance Keeps Your Properties in Top Condition

Streamlined Maintenance Management

It's important to resolve inconvenient and potentially costly maintenance issues fast and effectively.

AppFolio's maintenance management features can assure you that your property is running smoothly and well cared for.



- Renters can submit maintenance requests directly from their Online Portals.
- When signed up with the 24/7
 Maintenance Contact Center service, a professionally trained AppFolio agent dispatches pre-approved vendors and logs all activity in your database.
- You can **access** all maintenance requests, work orders, vendor information, and accounting **directly from your phone**.
- Mobile inspections help keep your properties rent-ready and in good shape...





Tenant Screening and Insurance Protects Owners and Renters

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Screening Decision		Mai	ntenance Requests
Rental Application; Nester Tester			Request Maintenance
Decision		View Full Report	urrently do not have any open maintenar
Approved with Conc Conditions: co-signer	filions	0	requests
Criterta Not Met		Ren	ters Insurance by Roost
Criteria	Decision		rs insurance is now available for purchas Ir online portal. For help, call (844) 758
Credit score	Approved with co-signer	0877.	
Screening History			Purchase Renters Insurance
01/15/2018 02:13 PM A	pplicant Screened by Customer Service		Learn More
			Provide Feedback

Built-in Automation and Asset Protection

When risk mitigation is completely integrated with AppFolio Property Manager, you can rest easy knowing your properties and renters are in good hands.

- Tenant screening uses pre-set criteria and automated decisioning to help property managers make consistent decisions, increase compliance, and approve tenants faster.
- Property managers can enroll residents in Liability to Landlord Insurance for easy tracking and enforcement, also offering owners and investors increased protection against resident-caused damage.
- Renters can protect their own belongings by enrolling in **ROOST Renters Insurance** directly from their Online Portal.
- **Tenant Debt Collections**, partnered with Hunter Warfield, a fully licensed national collections agency, helps streamline the debt recovery process and boost revenue.

Oppfolio Property Manager

RESIDENTIAL PROPERTY MANAGEMENT OWNER KIT | APPFOLIO.COM

QUORUM REAL ESTATE PROPERTY MANAGEMENT INC.



The following pages represent what you can expect to see in a typical monthly financial statement including Owner Statement and Cash Flow Statement.

Management Company

50 Castillian Drive Goleta, CA 93117 (904) 338-9524



Timothy Simms

4821 Atlantic Blvd. Jackosnville, CA 32207 Owner Statement Aug 01, 2018 - Aug 31, 2018

Paradise Road - 50 Castillian Drive - A, Goleta, CA 93117

Property Cash Summary

Beginning Balance	3,075.48
Cash In	2,500.00
Cash Out	-363.00
Owner Disbursements	-5,112.48
Ending Cash Balance	100.00
Unpaid Bills	-100.00
Net Owner Funds	0.00

Transactions

Date	Payee / Payer	Туре	Reference	Description	Cash In	Cash Out	Balance
				Beginning Cash Balance as of 08/01/2018			3,075.48
08/01/2018	Aurthur Darien	Receipt		A - Rent income - August 2018	1,000.00		4,075.48
08/01/2018	Samuel Tenor	Receipt		B - Rent income - Rent	1,500.00		5,575.48
08/11/2018	Carpet Cleaning Inc.	Check	4381	A - Rugs/ Carpet/ Flooring - Unit A Carpet Cleaning		238.00	5,337.48
08/14/2018	Management Company	Check	4393	Management Fees - Management Fees for 08/ 2018		125.00	5,212.48
08/15/2018	Timothy Simms	Payment	eCheck	Capital Distributions - Owner payment for 08/2018		5,112.48	100.00
				Ending Cash Balance			100.00
Total					2 500 00	5 A75 A9	

Total

2,500.00 5,475.48

Bills Due

Due Date	Payee	Description	Unpaid
07/28/2018	ACES	fence repair	100.00

Total

100.00

Cash Flow

Management Company

Properties: Paradise Road - 50 Castillian Drive - A Goleta, CA 93117

Date Range: 08/01/2018 to 08/31/2018

Accounting Basis: Cash

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Operating Income & Expense		· · · · · · · · · · · · · · · · · · ·		
Income				
AppFolio Insurance Services	0.00	0.00	28.50	0.50
AppFolio Tax Passthru	0.00	0.00	120.00	2.12
Rental Income				
Rent income	2,500.00	100.00	5,500.00	97.37
Total Rental Income	2,500.00	100.00	5,500.00	97.37
Total Operating Income	2,500.00	100.00	5,648.50	100.00
Expense				
Management Fees	125.00	5.00	125.00	2.21
Maintenance	238.00	9.52	238.00	4.21
Total Operating Expense	363.00	14.52	363.00	6.43
NOI - Net Operating Income	2,137.00	85.48	5,285.50	93.57
Total Income	2,500.00	100.00	5,648.50	100.00
Total Expense	363.00	14.52	363.00	6.43
Net Income	2,137.00	85.48	5,285.50	93.57
Cash Flow	2,137.00		5,285.50	
Beginning Cash	3,075.48		12,926.98	
Beginning Cash + Cash Flow	5,212.48		18,212.48	
Actual Ending Cash	100.00		100.00	

REFERENCES

John Nagy -

Rental Property Owner / Management Client

Tinah & Garfield Bennett -Rental Property Owner / Management Client

Carla Jones -Rental Property Owner / Management Client

Mai Nguyen-Rental Property Owner / Management Client

Peter Konis -Rental Property Owner / Management Client

-Reference Phone Numbers Available Upon Request-

MORE THAN MANAGEMENT

Quorum is a Full Service Brokerage!

Not only can we successfully manage your property, but when the time comes, you can trust us to be the best choice when it comes to selling your home.



FELIX RODRIGUEZ

PRESIDENT & CEO / REAL ESTATE BROKER

FELIX IS A HIGHLY SKILLED **RESULTS-ORIENTED** PROFESSIONAL WITH AN INTENSE WORK ETHIC AND PROVEN ABILITY TO DEVELOP STRATEGIES WHICH ATTAIN COMPANY FINANCIAL GOALS.

HE HAS AN EXTENSIVE SUPERVISORY HISTORY AND UNIQUE ABILITY TO WORK COMPLEX SITUATIONS.

LET'S WORK TOGETHER!

Office: 206.283.6000 ext. 16 Cell: 206.227.4773 Email: frodriguez@quorumrealestate.com **FELIX RODRIGUEZ** IS THE OWNER OF QUORUM REAL ESTATE PROPERTY MANAGEMENT, INC.

FELIX HAS BEEN EMPLOYED EITHER AS **A WASHINGTON STATE LICENSED LOAN ORIGINATOR** OR **LICENSED REAL ESTATE AGENT SINCE** 2002.

FELIX CURRENTLY MANAGES A DIVERSE PORTFOLIO OF SINGLE FAMILY HOMES, MULTI-FAMILY APARTMENT BUILDINGS AND COMMUNITY ASSOCIATIONS.



MANAGING A BETTER SEATTLE



Spanish and Sign Language Interpretation Available

