

Owner Name _____

Property Address _____

Date _____

Owner Income and Expenses

Owner Statements

Our computerized accounting systems and contract software provides you with up-to-date financial statements. Every month, you will receive an owner's statement for each of your rental properties, which reflects all income that has been credited and each expense item that has been charged year-to-date for the current year. Our accounting department produces owner statements on the 10th of each month, unless the 10th falls on a weekend or holiday. In this case, statements are produced on the 9th or 11th.

Income

For your convenience, we offer three options for receiving your monthly rental income payment. Please select the option that you prefer. Please also complete the enclosed W-9 – REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION.

☐ **Mail Monthly Check to Owner:**

We issue and mail your monthly owner draw, with your owner statement, directly to you at your address of record.

☐ **Monthly Electronic Deposit into Owner's Bank Account:**

We make an on-line deposit to your bank of choice. We mail or email your owner statement to you at your address of record. Please complete the enclosed ACH AUTHORIZATION FORM.

☐ **Hold Owner Checks:**

We hold your owner income in your Wakefield, REALTORS account until you request that funds be disbursed. We mail or email your monthly owner statement to you at your address of record.

Expenses

Expenses paid out on behalf of your property are detailed on your owner statement and are withheld from your monthly rental income. Anytime there is a negative balance, the owner's statement serves as an invoice. The balance due may be paid in one of the following ways:

- Mail your payment to Wakefield, REALTORS prior to the 10th of the following month when owner's statements are produced; or
- Make no payment and allow future rents to satisfy the balance.

Please note, any negative balance over thirty days will be assessed a 10% monthly finance charge.

Monthly Mortgage Payments

We will set up your monthly mortgage as a recurring payable. In the event that your monthly rental income exceeds the amount of your mortgage payment, you will receive the balance per the option you have selected for receiving your monthly rental income payment.

Wakefield, REALTORS can set up your monthly mortgage as a recurring payable due on the twenty-ninth of each month or the preceding business day when this day falls on a weekend or holiday. If you want us to pay your monthly mortgage, please follow these simple steps:

- Update your mortgage account to reflect Wakefield, REALTORS as the point of contact responsible for receiving your monthly mortgage statements and provide them with our mailing address.
- Enclose a copy of your most current statement with this form so we can establish your recurring payable account.

Please check (✓) the applicable boxes below and provide the information as requested:

☐ I do **NOT** wish to have my mortgage paid by Wakefield, REALTORS

☐ Yes, I would like Wakefield, REALTORS to pay my monthly mortgage.

☐ Mortgage company has been notified; statements to be mailed to Wakefield, REALTORS
17020 San Pedro San Antonio, Tx 78232

☐ Copy of current statement is enclosed.

☐ Mortgage Company information provided below

Mortgage Company: _____

Account Number: _____

Company Address: _____

Special Instructions: _____

Additional Services

Warranties

Wakefield, REALTORS can coordinate warranty work for your rental property. Please list all warranties (Appliances, HVAC, Sprinkler Systems, Security Alarms, etc) that are applicable to this property, and provide documentation for each.

Please provide the information as requested and check (√) the applicable box below:

- | | | |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |

☐ Warranty documentation is enclosed for each.

Home Protection Plans

Wakefield, REALTORS can coordinate and process Home Protection Plan claims. Please refer to paragraph 11, section A, of your Residential Leasing and Property Management Agreement as additional management fees are applicable for a property covered by a Home Protection Plan. If your property is covered by a Home Protection Plan, please complete the information below and provide us with a copy of your "active" Contract Agreement. You must update our records each time your contract is renewed; otherwise our records will indicate an inactive policy as our policy number of record will no longer be applicable.

Please provide the information as requested and check (√) the applicable box below:

Home Protection Plan Company Name _____

Contract Number _____ Service Fee _____

Contact Telephone _____

☐ Copy of Contract Agreement is enclosed

(I understand that I must provide renewal contracts as applicable.)

Other "Owner Paid" Services

Please check (√) the applicable boxes below to indicate the services you would like to provide, at your expense, for your property per the terms of the lease agreement. Wakefield, REALTORS will coordinate these services and arrange to have the invoices sent to our office for payment.

- ☐ None
- ☐ Electricity & Gas
- ☐ Water & Sewer
- ☐ Lawn Service
- ☐ Other _____