



ALLIANCE

PROPERTY MANAGEMENT

We provide turnkey HOA, self-storage, and investment property management. Our management services include overseeing all day to day operations associated with the various types of properties we manage. We strive to provide excellent value, communication, and customer service.

Contact Directory:

Office: 801-728-0454

General Questions: 801-528-1935 or Info@apmutah.com

Accounting Department: 801-528-1935 or Jessie@apmutah.com

Operations Manager: 801-528-9134 or Heather@apmutah.com

Maintenance Coordinator: 801-528-1949 or Maintenance@apmutah.com

Maintenance Emergency Number: 801-675-6547

Office Location:

4655 S 1900 W Suite 6

Roy, Utah 84067

www.APMUTAH.com

Management Contract Fees

10% of the monthly rent; not collected while unit sits vacant. Alliance collects all other fees charged to the tenant.

Monthly Owner Statements

Every month you will receive a detailed statement summary, along with your income check. The statement will include the total amount of rent income, maintenance expenses, and owner contributions (if you have made a payment to us). You will receive your statement no later than the 30th of the month, but most often before the 15th. (SAMPLE PROVIDED BELOW)

Maintenance

Whether the property is new or old, maintenance is something that every property owner will have to deal within the course of tenancy. Alliance has a great team of vendors that specialize in specific areas of maintenance. We work with our vendors to get the best prices possible and in turn pass those reduced prices to you, the property owner, with no markups. When a tenant does request maintenance, we will notify you via email or phone, letting you know what the issue is and that we have scheduled it with our vendor. We will update you of any changes or concern that might arise after the vendor is at the property. Once we receive the invoice from the vendor, those charges are then deducted out of the rent we collect from the property. If any amount exceeds that amount, any payment due from you will be indicated on your statement. Any funds not paid within 15 days after receipt of your statement will receive an interest fee of 18 per annum and a borrowed funds admin fee. Funds can be paid via your online portal account or by check to our office. All maintenance items will be detailed in your monthly statement along with a copy of the invoice.

Yearly Maintenance

We do our best to ensure your property is kept at its best; this includes addressing yearly maintenance up keep. Once a year we schedule our vendors to change out furnace filters, winterize and de-winterize sprinkler systems and swamp coolers. If you do not wish to be part of our yearly services, please notify us as soon as possible otherwise these services will be performed by our vendors yearly.

Vacant Unit

Once a tenant has given notice to vacate the property, we will inform you via email or phone on all the details. We will take care of scheduling maintenance and cleaning and oversee everything until the property is back in shape and ready to re-rent. Don't worry, if the property is vacant, and you aren't receiving any rent income, we won't make any money either, so we will work hard to re-rent the unit and get your income flowing in again. Please keep in mind that utilities and vacancy listing fees are the owner's responsibility while the unit is vacant. Along with utilities, yard care is also the owner's responsibility. We will schedule our lawn care vendor to mow, trim and weed the yard weekly while vacant unless we are notified by you prior to the vacancy that you wish to maintain the yard yourself.

Evictions

We try our hardest to avoid evictions as much as possible but unfortunately there will be times that a tenant needs to be evicted. But no need to worry, our attorney's office specializes in rental evictions and takes care of all the legal notices and court appearances required by law. We also have the eviction protection program available for you to help cover those costs. See below if interested.

Online Portal

Through your online Owner portal account you will be able to:

- Start online conversation with the Alliance team
- View monthly statements and Owner draws
- View invoices from vendors
- View maintenance work orders from tenants
- Have access to management documents and tenant lease documents
- Make payments

Applications and Lease Signings

All screening and lease signing will be handled by us. We have strict criteria that we follow during all application processing; helping to ensure that we obtain quality tenants. Not only does this help in maintaining our properties, it also aids in our low eviction rates.

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 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! Visit www.apmutah.com.

Interwest Management

50 Castilian Dr.
Goleta, CA 93117

Property Management Info

Statement Period

Period: 01 Nov 2014-30 Nov 2014

Owner Statement

Tom Petterson
235 W Quinto St.
Santa Barbara, CA 93101

Owner Info

Properties
Bayside Walk #A - 2710
Bayside Walk #A
San Diego, CA 92109

Description of each charge or income

Date	Payee / Payer	Type	Reference	Description	Income	Expense	Balance
Beginning Cash Balance as of 11/01/2014							250.00
11/01/2014	Adam Wells	Receipt	Check #221	Rent - Rent	1,600.00		1,850.00
11/07/2014	PECO Gas Co.	Check	233	Gas - November's Gas Bill		135.96	1,714.04
11/09/2014	Mountain View Lawn Care	Check	234	Gardening - November's Landscape Bill		114.71	1,599.33
11/14/2014	Interwest Management	Check	235	Management Fees - Management Fees for 11/2014		160.00	1,439.33
11/15/2014	Tom Petterson	ACH payment		Owner Distribution - Owner payment for 11/2014		1,189.33	250.00
Ending Cash Balance							250.00
Total					1,600.00	1,600.00	

Property Cash Summary

Required Reserves	Current Balance	250.00
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Easily identify bills paid to vendors



Electronic Deposit Form

Name on Bank Account (Owner or Business Name)

Mailing Address _____

Bank Name _____

Routing Number _____

Account Number _____

Type of Account i.e. Checking/Savings _____

Signature _____ Date _____

Please provide a voided check with this form.

Electronic funds are usually deposited within 24 business hours once processed.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Eviction Protection Plan

The eviction protection plan is an optional service we provide to all our residential clients to protect you from the unexpected costs of an eviction. The monthly fee is \$15/month or \$10/month for two or more properties, per property. We require that you be on the plan for at least 6 months before we will cover the eviction costs. After 6 months, regardless of the amount you have contributed, as long as you are participating in the program, Alliance will cover the total costs of your eviction.

The average eviction cost is between \$400-\$1000 in legal fees. We encourage our clients to participate in the eviction protection plan to ensure that you are not caught in an eviction without having the funds to support one.

To opt in or out please initial below and list the quantity of property you would like to be covered by the plan.

Opt in _____

If opt in, choose one: _____**\$15/one property** or _____**\$10/two or more properties**

Opt out _____

Operations Reserve Account

Let us help you reserve funds for unexpected costs such as a water heater replacement, roof repairs or turn overs costs. This can be achieved easily with monthly withholdings from your owner draws. These funds will be maintained in the same state regulated trust account with security deposits. We recommend placing approximately \$600/year into a reserve account, which is \$50 per month. If you prefer paying one lump sum, building up to a desired amount, or contributing monthly without a cap, that is up to you. When the time comes that you have an invoice amount that your rents can't cover, your reserve funds will automatically be applied to this. Once you have income again, the contributions will continue to be added to your reserve, building that back up.

If you would like us to create a reserve account for you, please let us know by listing the information below and we begin saving for your property's needs!

Opt In _____

(Choose one)

☐ Monthly Amount \$ _____

☐ One Lump Sum \$ _____

☐ Monthly Amount \$ _____ Building to a total reserve of \$ _____

Opt Out _____