



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!

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.

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

Our services apply to single family homes, duplexes, multifamily buildings, and more!

- Facilitate unit turnovers in a timely manor
- Advertise and find qualified tenants for your property
 - Handle timely rent collection
 - Manage all maintenance projects
- Be available to owners and tenants via phone, email and through Appfolio
 - After hours answering service for emergencies



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 TESTIMONIALS

"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 – 100% 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)



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



GROW WITH THE RIGHT TECHNOLOGY



Enhanced Communication Between Renters, Owners & Property Management Company

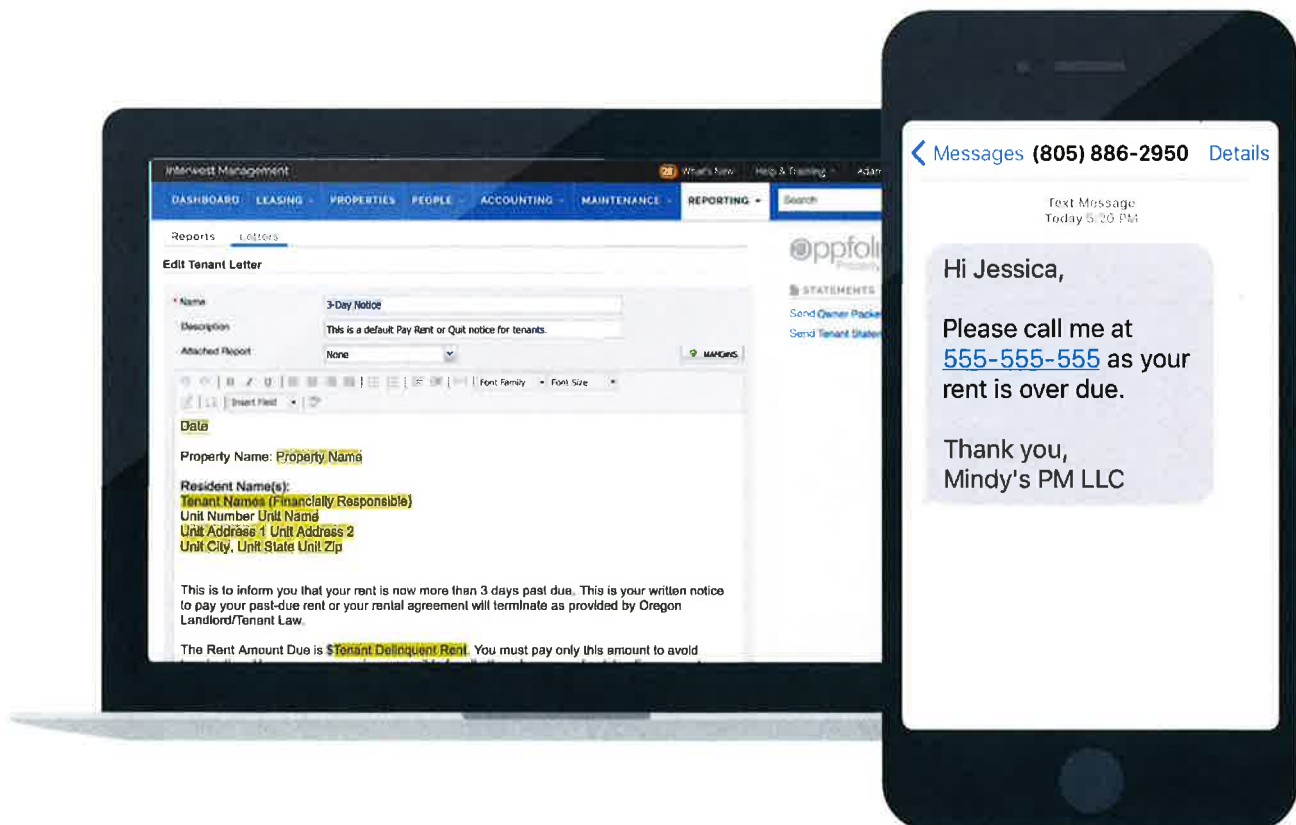
Communication Is Critical

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.

Key Features:

- 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.

Key Features:

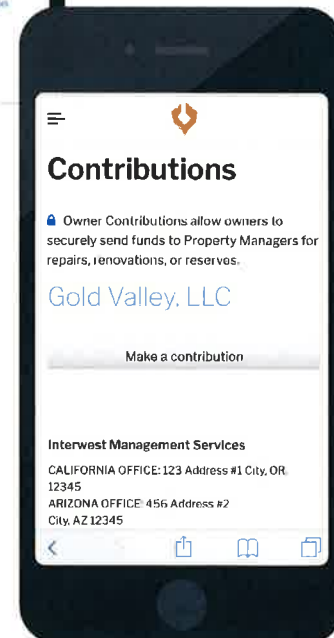
Quickly pull up reports and documents on any device, including:

- **Owner statements**
- **Monthly summaries**
- **Shared inspection reports**
- **Year-end tax statements**
- **Work Order status updates**



Submit payments using convenient online methods:

- Property Managers can quickly, conveniently, and securely pay owners and vendors via eCheck or Bill Pay.
- Owners can securely and directly send funds for emergency maintenance repairs, renovations, or reserves via eCheck or Credit/Debit card.
- Have instant access to payment history.





Competitive Tools to Ace Leasing

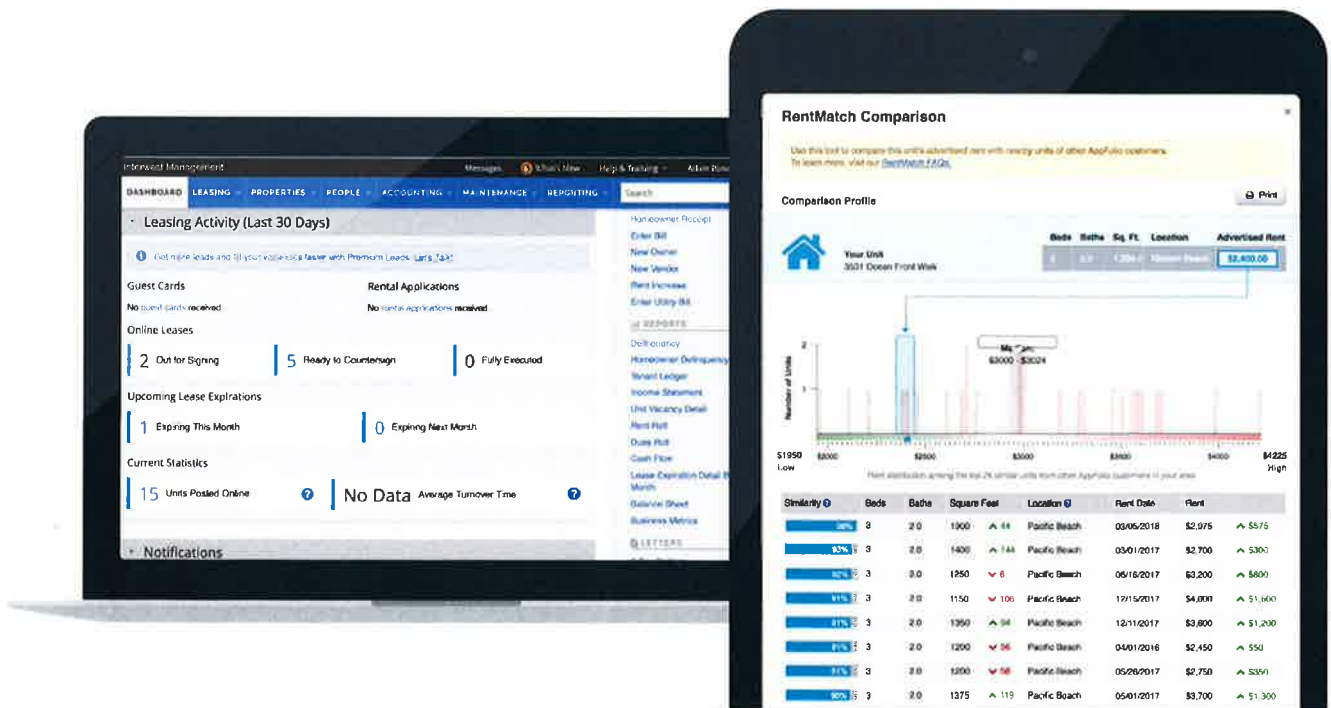
Robust Marketing to Attract Modern Renters

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.

Key Features:

- 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.





Streamlined Maintenance Keeps Your Properties in Top Condition

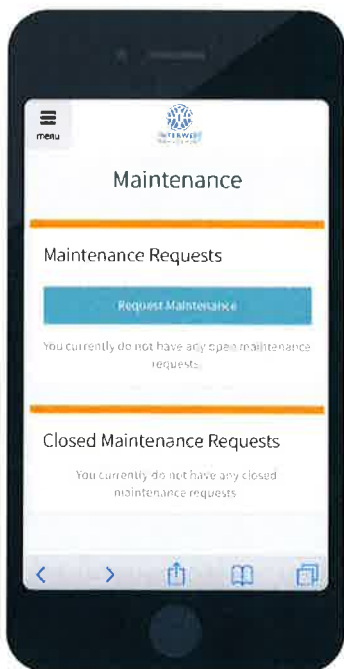
Streamlined Maintenance Management

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.

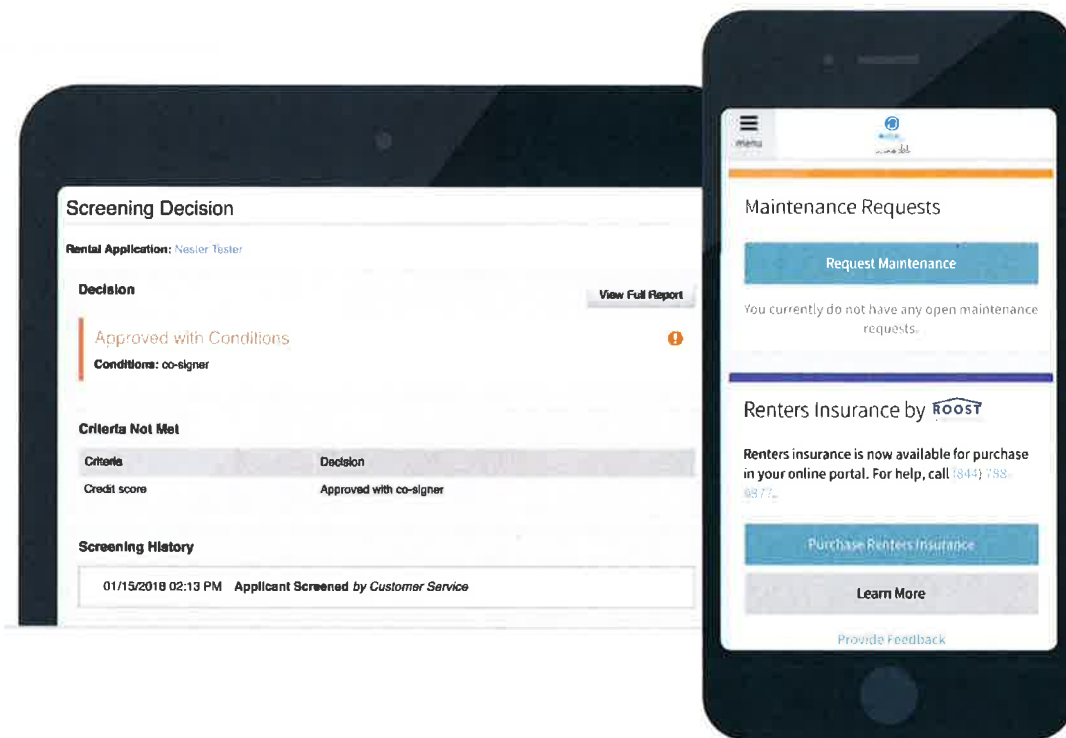
Key Features:

- 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



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.

Key Features:

- **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.

A photograph of a modern, multi-story apartment building with balconies and a large rock in the foreground. The building features a mix of wood paneling and light-colored siding. The balconies have black metal railings. The foreground is a lush green lawn with a large, light-colored rock. The sky is a clear blue.

appfolio[™]
Property Manager

RESIDENTIAL PROPERTY MANAGEMENT OWNER KIT | [APPFOLIO.COM](https://www.appfolio.com)



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.
Jackosville, 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	Type	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	5,475.48	

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	

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!

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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.



SAMSON RODRIGUEZ

ASSISTANT PROPERTY MANAGER /
FINANCIAL OFFICER

SAMSON GRADUATED
FROM WESTERN
WASHINGTON
UNIVERSITY MAGNA
CUM LAUDE WITH A
MAJOR IN BUSINESS
ADMINISTRATION WITH
A CONCENTRATION IN
FINANCE AND A MINOR
IN INTERNATIONAL
BUSINESS.

LET'S WORK TOGETHER!

Office: 206.283.6000 ext. 125

Email:

samson@quorumrealestate.com

HE HAS BEEN WORKING
WITH QUORUM REAL ESTATE
FULL TIME SINCE
GRADUATION AND ASSISTS
IN THE MANAGEMENT OF
RENTAL PROPERTIES AS
WELL AS COMPANY-WIDE
STRATEGIC PLANNING.

WHEN HE IS NOT AT WORK,
SAMSON ENJOYS TRAVELING,
HIKING, EXERCISING, AND
WATCHING SPORTS.



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-

MANAGING A BETTER SEATTLE



Spanish and Sign Language
Interpretation Available

