



Keypoint Property Management

Initial Account Setup Checklist

Please complete and return the following items as soon as possible:

- Signed Keypoint Management Account Setup Checklist and Client Information letter with initials at bottom of each page
 - Property Owner Information form
 - Direct Deposit Authorization form and include VOIDED CHECK.
 - Property Reserve authorization form
 - Utility Authorization form
 - Signed Property Management Agreement
 - Signed Lease Listing Agreement and addendums
 - At least 2 keys, plus garage opener, etc. as needed
 - Legible Copy of Driver License
 - W9
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General information and instructions

- We use electronic deposit to disburse funds directly to your designated bank account.
- You will have online access to your property records
- You will receive an email invitation that will direct you to set up your online portal where you can log in at any time to view property records
- Tenants will also have portal access if they choose to register for portal access. This will allow tenants to make electronic rent payments, request repairs and post messages
- Access the Keypoint Property Management website at <https://keypointpm.managebuilding.com/Manager/Communication/SettingsPublicWebSite.aspx>
- \$250 property maintenance reserve required
- Listing (s) will be advertised as follows:

Client Signature _____ Date _____

Keypoint Property Management – 1061 West Ave. M14, Ste. C, Palmdale CA 93551
Office 661-622-4366 Fax 661-310-2122



Keypoint Property Management Owner Fee Schedule

PROPERTY OWNERS NEVER NEED TO PAY OUT OF POCKET OR IN ADVANCE FOR FEES/CHARGES FOR SERVICES PROVIDED!

All fees can be deducted from the monthly rental payments.

Full Service Property Management

10% of monthly rent/negotiable**

(+ \$250 reserve for maintenance & repairs)

Includes:

- Collection of rent
- Distribution of rent payments and monthly

Statements to property owners

- Arranging of maintenance & repairs
- Move in/move out property inspections
- Registration of properties per city regulations
- Providing online portal for owners
- Providing online portal for tenants

Additional ½ monthly rent charge for marketing and tenant securing, includes:

- Marketing package of pictures and description
- Rental listing (on our website & full syndication to online rental sites, newspaper ads at owner expense)
- Screening/securing tenant
- Executing the lease

“Rent Up” Service ½ of monthly rent

(\$500 minimum)

Includes:

- Marketing package of pictures and description
- Rental listing (on our website and full syndication to online rental sites, newspaper ads at owner expense)
- Screening/securing tenant
- Preparing the lease (provide to property owner to execute with tenant)

****Monthly Property Management Fee may be negotiable for multiple properties or other circumstances.**

****Rent Up Service may be discounted for current Keypoint owners.**

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www.keypointpm.com / homes@keypointpm.com



Keypoint Property Management Client Information and Instructions

Dear Client,

Our Keypoint PM team would like to thank you for partnering with us and that we really appreciate your business.

The main focus of our company is not only to provide property management services but also to grow a balanced and profitable real estate portfolio for our clients. We look forward to helping you grow your portfolio and look forward to being a key component and witness to your future and continued success.

We strive to make the property management accounting tasks efficient so we can focus on all the other management aspects for each client. To that end, we use electronic deposits to credit your bank account monthly. Each month on or about the 16th, you will receive your itemized statement for each property, with proceeds due deposited directly to the bank account you specify. Your rental payment, minus the management fee and any debit for your \$250 required reserve or other repairs or emergencies, will be deposited.

Regarding emergency repairs, repairs, other charges and your reserve account:

Your minimum reserve balance for each property is \$250 and will be deducted from the tenant deposit. This will be primarily used for emergency and/or small repairs. If the reserve drops below \$250, it will be deducted from the next monthly deposit to your bank account.

If there are other periodic charges that Keypoint PM will pay on your behalf (ie: utilities, maintenance such as lawn or pool services, HOA dues), you may be required to either provide a larger reserve or have it deducted from your monthly rental deposit.

Monthly deposits:

Will be made by electronic deposit to the bank account you specify on or about the 16th of each month.

If for some reason, you would prefer a check, it will be mailed to you on or about the 16th of each month at the address you specify.

Client Initials _____

Repairs / Emergency Repairs:

Keypoint Property Management shall be authorized to approve property repairs up to \$100. In the event of an emergency (flooding, fire), Keypoint PM will make every good effort to immediately contact the property owner. If the property owner cannot be reached and the emergency requires immediate action, Keypoint PM shall be considered authorized by the property owner to take action necessary to mitigate the emergency.

Rental property registration and/or business licenses required for Palmdale & Lancaster

The cities of Palmdale and Lancaster each require owners to register and acquire business licenses for EACH of their rental properties that are located within city limits. Not registering properties can result in penalties and fines registered against the property owner and the property management company; therefore, Keypoint PM requires all client owners to register according to each city’s laws. Keypoint PM can register on your behalf or provide you the paperwork. If the owner does the registration, the owner shall provide proof of registration to Keypoint PM.

Palmdale fees (subject to change):

- The registration fee for a rental-housing unit on an individual property will be \$225.44
- The registration fee for multiple housing units on one property will be \$131.67 for the first unit \$104.37 for each additional unit.

Lancaster fees (subject to change):

- License Fees:
- New Application for Rental Housing Business License \$67
- Renewal of Rental Housing Business License \$28
- License change fee \$17
- (ie: for adding additional rental properties under the same ownership/title)
- SB1186 fee \$1
- Inspection fees:
- First unit \$103
- Each add’tl unit at same address \$26

Other rental regulations

- The owner agrees to comply with all local rental regulations
- The owner will provide, per CA regulations:
 - Smoke detectors
 - CO2 detectors
 - Water heater strapping

Client Initials _____

If the property belongs to an HOA

- The owner shall supply the HOA rules and regulations
- Keypoint will keep a copy on file and provide a copy to the tenant(s)
- The owner shall be responsible for all HOA dues and payments and keep the HOA payments up-to-date
- The owner can direct by written addendum that Keypoint PM to make these payments to the HOA on the owner's behalf with deduction from the monthly rent

The owner shall maintain a Homeowner's Insurance Policy

- The owner shall supply Homeowner Insurance company contact information
- Company
- Agent Name, email, phone #

Regarding utilities and property preservation

Keypoint PM recommends that property owners strongly consider paying for trash, water and gardening services for property preservation purposes and including these services when establishing / approving monthly rental payment amount. Keypoint PM can make these monthly payments on your behalf and deduct from your rental disbursement.

Primary considerations are:

- Trash service established so no property blighted with stored trash
- Water service ensures that tenants do not hesitate to water yards
- Gardeners ensure that landscaping is maintained, avoiding costs to replace dead yards expensive code violations
- Added benefit—the gardener can report any visible tenant or property issues to Keypoint PM

Regarding setting rental prices

Keypoint PM can provide reliable comparables for similar rents and help you set your rental price. Keypoint PM advises that you evaluate these figures with regard to setting rental price.

Keypoint PM recognizes that the client / owner makes the final decisions regarding property price and other terms.

Client Signature _____ Date _____

Property Owner Information Sheet

Name: _____

Owner Address (not rental address): _____

Owner Phone : (cell) _____ (home) _____

(business) _____ Email: _____

Rental property address: _____

Homeowner Insurance Company: _____

Contact Name: _____ Phone: _____

Email: _____

(If applicable): HOA Name: _____

HOA Contact: _____ Phone: _____

Email: _____

HOA rules and regulations (note the general info tenant must be aware of): _____

Owner Rental special provisions (ie: pets, smoking, parking, etc., please be detailed): _____

Utilities

Water paid by ___ owner ___ tenant ___ N/A Gardener paid by ___ owner ___ tenant ___ N/A

Trash paid by ___ owner ___ tenant ___ N/A

Other / Notes: _____

Keypoint Property Management Direct Deposit Authorization Form

- Please complete this form and return it to **Keypoint Property Management**.
- Be sure to include a voided (Cancelled) check from your checking account. The details from the check / deposit slip will be used to verify the account details.

Name:	Your Bank / Financial Institution:
Social Security Number:	City/State

Account Number _____ Please check the applicable option: Checking <input type="checkbox"/> Savings <input type="checkbox"/>	Routing Number _____
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I authorize **Keypoint Property Management** to initiate direct deposits to my account at the above Financial Institution named above. I also authorize Keypoint Property Management to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold Keypoint Property Management responsible for any delay or loss of funds due to incorrect or incomplete information supplied to me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Keypoint Property Management receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to Keypoint Property Management.

(Signature)

(Date)

Attach Voided Check here.



Authorization for Property Maintenance Reserve

(Owner Name) _____ authorizes **Keypoint Property Management** to retain a reserve of \$250 for Property Maintenance and Emergency Repairs for my property located at _____
_____.

I agree that Keypoint Property Management will maintain this reserve with deduction from tenant rental payments.

I also authorize that Keypoint Property Management has approval up to \$100 for general maintenance and repairs.

In the case of emergency when the owner cannot be immediately reached, the owner shall authorize Keypoint Property Management up to \$250 to preserve property condition. Examples of emergency would be flooding (such as tarp a roof); to secure the property (board a window).

Keypoint shall provide documentation and receipts to the property owner each month.

Owner Signature Date

Owner Signature Date

Keypoint Management Signature Date



Utility Authorization Letter

As the owner of this property, I hereby give my authorization for Keypoint Property Management and its designated employees to have Electricity, Gas, Water and/or Trash turned on in my name. I also authorize, upon Keypoint request, billing to be sent to Keypoint Property Management. Keypoint Property Management also has my authority to use my personal information or request utility information if required.

Property Address: _____

Owner Name Printed

Date

Owner Name Signature

Date

Owner Date of Birth (often required by utility co)

Owner Driver License #/exp

Keypoint Property Management

Date

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