



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.**

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**Office 661-622-4366 Fax 661-310-2122
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.



Keypoint Property Management

1061 West Ave. M14, Ste. C
Palmdale CA 93551
Office (661) 622-2546, Fax (661) 310-2122

Utility Authorization Letter

I/We give my/our permission for Keypoint Property Management and its designated employees to turn on, manage and/or monitor accounts for Electricity, Gas, Water and/or Trash services. Keypoint Property Management also has my/our authority to use my/our personal information to turn on, manage and/or monitor accounts for Electricity, Gas, Water and/or Trash services.

Property Address: _____

Owner Name

Date

Owner Name

Date

Keypoint Management Signature

Date

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.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
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 the "Name" line to avoid backup withholding. For individuals, this is 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.

Social security number									

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

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. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity,
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* on page 1.

What is FATCA reporting? The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(iii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Note. Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.