

## 1. Step one : gather your documents

We need the following:

- Copy of your insurance - add us as an additional insured Pittsburgh Red Door Property Management
- Check for \$ 100 for the Admin fee ( set up online portal for you and your tenants, and add tenants to the concierge for emergency repairs )
- Copy of lease and pet deposit. We do not take drop - off payments. All payments must be done through RentCafe portal
- Name, phone number, and email address of your tenants
- If you own the property in your company name, please provide a copy of your entity's organizational docs, proving you have the ability to sign for the contract

## 2. Be sure the house is up to code, and check for occupancy permit requirements / rent registration

You must have the following:

- Smoke and CO2 detectors on every level plus in the garage
- Smoke detectors in every bedroom
- Extra copy of keys for us. We prefer a keyless entry. This avoids lock - out calls, allows entrance for contractors ( emergency only ) and makes move out easier

## 3. Sign the contract and supporting documents. I will fill them out for you and send for digital signature

Here is a link to the owners page, from which you can view the blank contract and supporting documents. Please review and let me know if you have any questions

<https://pghreddoorpm.com/owners-only>

Contracts signed after the 15th of the month will begin rent collection for the following month

## 4. Provide either a voided check or a deposit slip for the bank account you prefer ( for your rental income ) We strongly suggest you open a separate account for your rental income

## 5. Sign in to your portal to view reports. Your accountant can also sign in. We will need a separate email for your accountant

## 6.. If you are collecting the deposit and first month rent, you can keep the deposit in a separate bank account ( must be interest bearing account )

## 7. You get paid the following month. Please read over this information carefully

Example: We are past July 15th, so the earliest we will start rent collection in August 1'st

IF you have a home warranty in place, we can release your rental income mid month

Otherwise, we keep the rent in escrow through the end of the month

Month end posting is on the 28th of each month

You can expect your funds to be transferred from our account within the first 5 business days of the following month. For this example, that would be on or before September 6th  
Please be aware that we transfer your income to your bank. It is not in our control how long your bank needs to clear those funds.

8. Monthly statements will post to your portal

9. Escrow account balance must be \$ 350 minimum. It can be held at \$ 100 increments over the following 4 months.

10. Management fees \$ 60.00 plus \$ 4.47 software fee which covers the EFT cost for your rental income and provides the portal access for your tenants.

11. Contract is one year minimum. Early termination fee applies