



Services offered under Base Pricing Plan

GL functions:

- PDF Monthly Financial Report Package (includes any reports the software generates, as required by client)
- All JEs necessary throughout month as well as monthly accrual closing JEs
- Management Fee calculations
- Distribution calculations, as needed
- Monthly Mortgage Statement Reconciliations (Escrows, Disbursements, etc.)
- Correspondence with RMs and PMs on issues/requests
- Monthly write off function
- High level review of monthly financial packages

Cash Management Functions:

- Monthly Bank Reconciliations on all property bank accounts
- Interim bank reconciliations on operating bank accounts to monitor cash
- Correspondence on discrepancies throughout month with contact of client's choice (home office vs RM vs PM)
- Wires and Transfers, as needed
- Daily available cash calculation on all properties

AP functions:

- 2 Full Cycle Check Runs per month
- Weekly Utility check runs
- Emergency checks as needed throughout month
- Mortgage, insurance, and tax checks cut as needed
- Vendor setup according to client process and approvals (Client would provide a "vendor package" which would include W-9, ins certs, etc.) The package would be kept in the software so it's accessible to everyone.
- 1099 Processing at Year End
- Correspondence with RMs and PMs on issues/requests