



OWNER PORTAL AND ELECTRONIC ACH PAYMENT SET-UP INFORMATION

First Realty / Pryor & Associates offers "Owner Portal" and ACH (electronic) payment services to our Landlord clients through our Appfolio property management software. The benefits these services bring to you are:

1.) The ability to view monthly statements on-line at the Owner Portal for current and previous months.

All our Landlord/Owners (that have an E-mail address) receive their monthly reports electronically by means of an Owner Portal. So, sign up as indicated below as soon as possible. We have chosen this report delivery method in order to: be more efficient; have faster delivery; save paper for accumulated bills, invoices, etc.; and save postage costs. Additionally, we have chosen this delivery method because once posted all reports, both current and historical (including bills, invoices, etc.), are available 24/7 at the Owner Portal for our Landlords to review at their convenience.

Monthly reports will have a format with a date range of last report date through current report date.

At the end of the year or early January, we will run and post a 01/01/20XX - 12/31/20XX transaction and cash flow report so that you have everything in one place for year-end reporting and to hopefully help with your tax preparation.

(Note: if you need a different type of report view, please let us know and we can make individual arrangements.)

2.) Being able to set up and receive owner payments electronically to an account of your designation.

As one of our Landlord clients, you will receive electronic ACH payments instead of receiving written paper checks.

With electronic payments, owner monthly surplus checks are directly deposited to an owner designated account. This means that there will be no waiting for your monthly check to come in the mail and subsequently having to take it to the bank. Instead, it will go directly into your chosen personal checking or savings account.

There will be a charge of \$3.00 for each electronic ACH owner surplus check. All other written checks will be charged at \$1.00 per check.

Please complete and return the ACH payment service authorization form that is attached below.

3.) Allowing Landlord/Owners to make electronic payments on-line at the Owner Portal to their ledger accounts.

If need you need to pay for anticipated repair or other costs that are above your account reserve dollar amounts, this feature will give you multiple options to efficiently transfer funds to your property management ledger account through your Owner Portal without having to mail us or bring us funds.

PLEASE SET UP YOUR OWNER PORTAL ASAP

In order to set up your Owner Portal or view it for the first time, please request an Owner Portal announcement E-mail from us or go to the following link:

https://pryor.appfolio.com/oportal/users/sign_up

Once there, please enter your E-mail address (Note: it has to be the one you have previously supplied to us or you will get a message asking you to call us.) Once your E-mail address is entered you will be sent an Activation E-mail. Open this E-mail and click on the E-mail verification link to confirm your E-mail address. (Note: check your spam folder if you do not see the E-mail.).

Then enter/create your password information. (Note: don't forget to write it down somewhere that you can easily find it.) You will then be logged into the Owner Portal.

Once you have set up your Owner Portal, you can access it again in the future by going to either of the following links:

- 1.) <http://pryor.appfolio.com/oportal>
- 2.) or by going to our rental website at www.FirstRealtyRentals.com and clicking on the **red "Access your Owner Portal" button** near the top right portion of the home page (under Action Items).

Enter your E-mail address and password and you will have access to the Owner Portal 24/7 at your convenience. (Note: do not forget to bookmark these links!)

Should you have any questions concerning the above information, please let us know. Also, if necessary you can find an Owner Portal set-up overview tutorial and FAQ at:

<http://help.appfolio.com/help/Content/Owners.htm>

From: Mark Pryor, Property Manager
Email: Mark@MarkPryor.com Phone: 925-595-4188 direct; or 925-754-7000 office

To: Property Management Client/Owner,

In order to start sending you electronic ACH owner surplus payments, please complete and return to us the following authorization form at the address noted below or by E-mail. We are required to have this form in our file as affirmative authorization from you to make direct deposits to your owner's account(s) and handle any issues that arise, if any.

As always, if you have any questions, do not hesitate to contact me at the above email address or phone number.

ACH AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS (ACH CREDITS)

I/We hereby authorize First Realty Pryor & Associates to initiate credit entries (also known as credits, deposits and/or ACH credits) to my/our account indicated on the enclosed voided check, at the depository Financial Institution named below, and to credit the said entries to such account. In the event of any error(s), upon demand I/We will immediately: cooperate to correct same; refund any funds transmitted in error; and handle any attendant issues that arise, if any.

I/We understand and further agree that the origination of ACH credit transactions to my/our account must comply with the provisions of U.S. law.

This authorization shall remain in full force and effect until First Realty Pryor & Associates has received written notification from me/us of its termination in such time, and in such manner as to afford First Realty Pryor & Associates and Financial Institution a reasonable opportunity to act on it.

Financial Institution Name _____ Branch _____

Bank Routing Number _____ Account number _____

Type of account: checking savings other _____

>>> ENCLOSE A VOIDED CHECK FOR THE ACCOUNT TO WHICH THE DEPOSIT IS TO BE MADE. <<<

Name(s) (Please Print) _____

Signature(s) _____ Date _____