

PM Compensation Checklist
1.02.05

Property Manager: _____

Portfolio Number: _____

Once per month a meeting with firm Broker, Broker Associate, or General Manager is required. This may be in person or a phone meeting to go over this report and the Rent Roll Month End Report, and other supporting reports.

Date of meeting: _____ **Met with:** _____

This report must be submitted fully completed no earlier than the last day of each month and before payroll is due. Reports submitted using dates outside these requirements will not be considered. If any of these days fall on a weekend, file PRIOR.

A You have a base salary. Your remuneration will be the base or the amount determined from your pay agreement and this form, whichever is higher.

B Monthly meeting with supervisor Attach Rent Roll Report documenting meeting

C Document 10 emails, 5 to owners, 5 to tenants requesting a review.

Yes No

a. Send a bcc to homepointreviews@gmail.com:

b. Provide 5 valid sales agent emails attached

(must provide business card or email confirmation & in Excel)

D Vac: List All Vac including on hold & note how long/last rent change

Yes No

	Address	Status	Days Vac	Last Rent Decrease	Notes y/n
1	_____				
2	_____				
3	_____				
4	_____				
5	_____				
6	_____				
7	_____				
8	_____				
9	_____				
10	_____				
11	_____				
12	_____				
13	_____				
14	_____				
15	_____				
16	_____				
17	_____				
18	_____				
19	_____				

To earn "C" Appfolio must match Rently

E Attached Exterior Inspection Form for every property with 3 or more units.

Scan form to Appfolio Property File Form is in Manual 8.3.2

Yes No

F Attach Report/Aged Payable Summary/Portfolio#/>0.00/All Payees

Total owed must be less than \$5,000.00 and each client owing over \$500 must have been contacted with Notes in the Appfolio Property File to document correspondence.

Yes No

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- | | | | | |
|----------|---|------------|-----------|--|
| G | Attach copy of Rent Increase Report
At least 10 rents were increased with Owner approval. Lease renewals may be listed to qualify to reach the minimum required of 10 using checklist.
Document in writing that owners have declined a rent increase
Increases and declined increases add up to at least 10 | Yes | No | |
| H | Every tenant with a balance over \$200 must have timely notes incl evicts | Yes | No | |
| I | Every vacancy must have weekly notes in Unit File documenting a weekly site visit | Yes | No | |
| J | Document in Property Notes 20 Owner Contacts for the month (10.91.05) | Yes | No | |
| | Address Status Last Rent Inc Last Inspection Notes y/n | | | |
| 1 | _____ | | | |
| 2 | _____ | | | |
| 3 | _____ | | | |
| 4 | _____ | | | |
| 5 | _____ | | | |
| 6 | _____ | | | |
| 7 | _____ | | | |
| 8 | _____ | | | |
| 9 | _____ | | | |
| 10 | _____ | | | |
| 11 | _____ | | | |
| 12 | _____ | | | |
| 13 | _____ | | | |
| 14 | _____ | | | |
| 15 | _____ | | | |
| 16 | _____ | | | |
| 17 | _____ | | | |
| 18 | _____ | | | |
| 19 | _____ | | | |
| 20 | _____ | | | |
| | | | | |
| K | Rent Roll Report Market Rent matches Actual Rent and bdr/bath count is accurate | Yes | No | |
| L | First new account paid sufficient fees to earn 2 x mgt fee | Yes | No | |
| | Second new account paid sufficient fees to earn 2 x mgt fee | Yes | No | |
| M | Third new account paid sufficient fees to earn 2 x mgt fee | Yes | No | |
| | Fourth new account paid sufficient fees to earn 2 x mgt fee | Yes | No | |
| N | Hold a personal NARPM or CPM Designation or a chair level position | Yes | No | |
| O | One original blog that Bob accepts for HomePointe Blog (500 word minimum) | Yes | No | |

Initial below that each of the following have been followed this month:

- _____ Monitor delinquencies and return Owner calls daily.
- _____ Checks ads, internet, vac lists weekly for accuracy
- _____ See every vacancy at least once a week, show 2-3 times a week.
- _____ Evaluate rental rates every week, drop accounts that will not cooperate.
- _____ Do your own Estimate Sheets within 24 hrs of receiving keys.
- _____ Get Vacants in rent ready condition within 9 business days.
- _____ Open Work Orders are up to date

_____ I certify that the above information is accurate and complete

_____ Date

1.02.05
1/12/2017