

PMI Patron
5925 Ball Rd.
Cypress, CA 90630



Phone: (714) 952-4950
www.pmipatron.com

Understanding Your Property Management Report

Statement Period	Statement Date
03-01-2025 to 03-31-2025	03-13-2025

At PMI Patron, we believe in transparency, trust, and clarity. Here's a simple guide to help you understand the key sections of your monthly property management report.

SUMMARY

Beginning Balance	\$500.00
Total Income (+)	\$3,400.00
Total Expenses (-)	\$456.00
Total Adjustments (+)	\$ (2,944.00)
Ending Balance	\$500.00

RESERVES	
Reserve	\$500.00
Unpaid Bills	\$0.00
Work Order Estimates	\$0.00
Total Required Reserves	\$500.00

Total Distribution: \$2,944.00

1. Monthly Owner Distributions – Backed by a Guarantee
We guarantee that you'll receive your monthly owner distribution and report within 10 business days of tenant payment. If we miss that window, you don't pay a management fee for that month.

2. Required Reserves – Your Funds, Safely Held
We maintain a \$500 reserve in your trust account to cover expenses like maintenance or utility bills. This is your money, and it's held in our Client Trust Account—never commingled with company funds.

TRANSACTION SUMMARY

Account		Statement Period
3.	Beginning Balance	\$500.00
Income		
	Rent - RES	\$3,400.00
4.	Year-End accounting fee	\$0.00
	Total Income	\$3,400.00
Expenses		
5.	Management Fee	\$306.00
6.	Rent Increase Processing Fee	\$150.00
7.	Repairs and Maintenance	\$0.00
	Total Expenses	\$456.00
Adjustments		
	Owner Draws	\$ (2,944.00)
	Total Adjustments	\$ (2,944.00)
Ending Balance		\$500.00

3. Beginning Balance – Always Topped Up

At the start of each month, we ensure the account balance is replenished to meet the \$500 reserve requirement. This ensures seamless management and bill payment.

4. Year-End Accounting Fee

An annual fee is charged to cover the preparation of your year-end financial report and the filing of your IRS Form 1099. This makes your tax season easier and ensures compliance.

5. Monthly Management Fee & Optional Eviction Assurance

Our standard monthly management fee starts at 6.9%. For added peace of mind, we offer an Eviction Assurance Plan—covering up to \$15,000 in unpaid rent, legal fees, and property damage.

6. Rent Increase Service

We regularly assess rental market conditions and notify you when it's time to increase rent. For a \$150 fee, we'll handle the rent increase process from start to finish.

7. No Surprise Maintenance Bills – Guaranteed

You'll never be surprised by a maintenance charge. We require your written approval for any work over \$500. If we ever miss this step, you don't pay a management fee that month.

TRANSACTION DETAILS

Description	Date	Increase	Decrease	Balance
Beginning Balance	03-01-2025			\$500.00
Owner Name				
Owner Draws - Owner Distribution	03-03-2025	\$0.00	\$2,944.00	
Net \$ (2,944.00)		\$0.00	\$2,944.00	
Unit Address (Reserve: \$500.00)				
Rent - RES - 2025 New Rent (03-2025)		\$3,400.00	\$0.00	
Rent Increase Processing Fee	03-01-2025	\$0.00	\$150.00	
Management Fee		\$0.00	\$306.00	
Net \$2,944.00		\$3,400.00	\$456.00	
Statement Net \$0.00		\$3,400.00	\$3,400.00	
Ending Balance				\$500.00

MANAGED UNITS

Unit	Lease Info	Move in Date	Current Rent	Deposit Held	Balance
Unit Address	Occupied 01-10-2023 to 01-31-2024	01-30-2023	\$3,400.00	\$0.00	
Totals			\$3,400.00	\$0.00	\$0.00

8. Tenant Occupancy Tracking

Wondering how long your tenant has lived in the property? Your report shows this information clearly so you're always in the loop.

9. Need a Quick Rent Reference?

Not sure how much your tenant is currently paying in rent? We know statements can get busy, so we've included the rent amount again at the bottom of your report for easy reference.

10. Security Deposit Compliance

Strict laws govern how tenant security deposits must be held. PMI Patron holds these funds securely in the Client Trust Account, ensuring full legal compliance.