



MEMO TO WUSA PROPERTY MANAGERS

JANUARY 29, 2016

THANK YOU FOR ATTENDING THE PROPERTY MANAGEMENT MEETING. WE HOPE YOU ARE EXCITED ABOUT WHAT'S IN STORE FOR OUR MANAGEMENT DIVISION. WE'VE BEEN WORKING ON THIS PROJECT FOR OVER A YEAR, AND THE FUTURE IS NOW WITHIN REACH.

THE NEW SOFTWARE WILL HAVE MANY AUTOMATION FEATURES WHICH ULTIMATELY MEANS LESS WORK FOR THE AGENT. BELOW IS A LIST OF A FEW OF THE SERVICES YOU CAN EXPECT FROM THE UPGRADE:

- ❖ FREE ELECTRONIC PAYMENTS TO OWNERS
- ❖ ACCESS TO RUN YOUR OWN AFFORDABLE RESIDENT SCREENINGS
- ❖ ACCESS TO LIVE ONLINE REPORTING
- ❖ PORTALS FOR OWNERS TO ACCESS THEIR RECORDS
- ❖ ONLINE DOCUMENT STORAGE
- ❖ ON DEMAND ABILITY TO EMAIL OWNER STATEMENTS AND BILLS MONTHLY

IN ORDER TO GET THIS SOFTWARE ONLINE AS SOON AS POSSIBLE WE WILL NEED YOU TO COMPLETE A FEW DOCUMENTS. WE ARE ASKING THAT EVERYTHING IS RETURNED TO OUR OFFICE NO LATER THAN 2/10/2015. PLEASE EMAIL THESE FORMS TO KELLY@WESTUSAPROPERTYMANAGEMENT.COM

- SIGN AND RETURN THIS MEMO
- COMPLETE THE PROPERTY SETUP SHEET FOR EVERY PROPERTY YOU MANAGE (SAMPLE ATTACHED)

WE WILL BE BASING YOUR MONTHLY TENANT INCOME CHARGES BASED OFF OF THIS SO IT IS VERY IMPORTANT THAT EVERY CHARGE IN THE LEASE AGREEMENT IS ALSO NOTATED ON THE SETUP SHEET. YOU CAN GET A FILLABLE COPY OF THE SETUP AT WWW.WESTUSAPROPERTYMANAGEMENT.COM/NEWSETUPSHEET.HTML

****ONCE WE RECEIVE YOUR PAPERWORK BACK WE WILL BEGIN TO ISSUE OUT USER NAMES AND WEBINARS TO HELP TRAIN YOU ON THE NEW SYSTEM****

AGENT NAME: _____

DATE: _____

SIGNATURE: _____

BEST EMAIL ADDRESS: _____