PACIFIC VINE PROPERTY MANAGEMENT

OWNER RESOURCE / 05

Rental Finances: What We Handle for You

Organized accounting, clear reporting, and convenient owner access.

1 We coordinate rent collection and payment records

We provide tenants with an online portal for rent payments and track rent received, outstanding balances, and applicable credits or charges. We follow up on unpaid rent through the appropriate process and keep you informed about payment concerns that affect your property.

2 We track property expenses and coordinate payments

We record expenses handled through management, including approved repairs, vendor invoices, and management charges. We review invoices and coordinate payments from available property funds according to your management agreement, keeping supporting documentation with the property records.

3 We prepare statements and owner distributions

We provide regular owner statements showing recorded income, expenses, and account activity. We coordinate owner distributions according to the management agreement and available cleared funds, accounting for authorized expenses and required reserves so you can understand how the distribution was calculated.

4 We give you convenient access to your information

Your secure owner portal provides access to available financial statements, property information, and related records anytime you have an internet connection. We maintain open lines of communication and help explain statement entries, expenses, or other questions about your account.

5 We maintain records for deposits and property funds

We track tenant security deposits separately from owner income and maintain records for funds held through management. We follow applicable trust-account requirements and coordinate deposit transfers or move-out accounting when needed, with the required documentation and property-specific review.

6 We support reserve planning and year-end organization

We help you anticipate recurring expenses, repair needs, and larger replacements so you can plan appropriate reserves. We organize management statements and supporting records for your tax professional; you provide any expenses paid directly, and your tax adviser determines their tax treatment.

Owner takeaway: We organize the financial details and keep you informed about your rental property account.
Pacific Vine combines personal owner communication, organized accounting, and convenient online financial access.

Official references: California DRE: Trust Funds Guide | California DRE: Landlord/Tenant Guide

Educational overview, not legal or tax advice. Verify current state and local requirements for your property.
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