



GET TO KNOW US

Providing Bookkeeping, Financial Reporting, Software and Professionals to Better Manage Your Community



Request a Quote
on our website

www.MyPropertyBilling.com

AN INTRODUCTION TO US

Our experience comes from running a full-service property management company for 20+ years. Our mission: to provide best-in-class service, improved communication, and transparency to our clients, regardless of size.



2001
business established



THOUSANDS
of clients served each day



HIGHEST
client retention in industry



DOUBLE
digit growth every year



888-406-2221



www.MyPropertyBilling.com



sales@MyPropertyBilling.com

WHAT WE DO

Financial management & reporting, full charge bookkeeping, collections, administrative support, and website technologies for HOA's, Condominium Associations, Town Homes, Rental Properties, Commercial Properties, and Single Homes. Also provided is property & project management consultation, reserve analysis, virtual meeting attendance by request, and more.

OUR CLIENTS

This program serves smaller associations looking for more affordable management solutions and larger associations with onsite staff looking to outsource and improve their back office and technology offerings. A-la-carte maintenance services are also available in certain states.

SCOPE OF SERVICES

[click here to discover more](#)

Accounting

1

Qualified CPAs & bookkeepers ensure you continually have a sound set of books, financial transparency, & monthly financial reports to review. [Learn More](#)

Bill Payment

2

Our integrated vendor invoice and Board approval system allows on-time bill review and payment, every day. [Learn More](#)

Collections

3

We manage delinquencies & collections each month, so you don't have to. Late letters, phone calls, emails, & access to legal counsel ensures you receive the money you are due. [Learn More](#)

Customer Support

4

A live Customer Service Department & a Property Administrator services your homeowners and manages state reporting, resale documents, moves, and document storage. [Learn More](#)

Technology

5

A resident portal allows your homeowners to stay involved, informed, and paid up with online payment capabilities, maintenance requests, document retrieval, and more. Boards have access to real-time financial reports, bank balances, and an invoice approval dashboard. [Learn More](#)



We offer three levels of service dependent on your needs and budget.

All services not included in the monthly fee can be requested at an optional additional fee.

| | Standard | Plus | Premium |
|---|----------|------|---------|
| Technology | | | |
| Resident Portal | ✓ | ✓ | ✓ |
| Work Order System | ✓ | ✓ | ✓ |
| Mobile App | ✓ | ✓ | ✓ |
| Community Calendar | ✓ | ✓ | ✓ |
| Community Bulletin Board | ✓ | ✓ | ✓ |
| Document Library | ✓ | ✓ | ✓ |
| Text Alerts (message & data rates may apply) | ✓ | ✓ | ✓ |
| Broadcast Messaging | ✓ | ✓ | ✓ |
| Portal FAQ | ✓ | ✓ | ✓ |
| Violation Management | ✓ | ✓ | ✓ |
| Architectural Control | ✓ | ✓ | ✓ |
| Online Payments Credit/Debit (3rd party fees apply) | ✓ | ✓ | ✓ |
| Financial Management | | | |
| Accounts Receivable | ✓ | ✓ | ✓ |
| Accounts Payable | ✓ | ✓ | ✓ |
| Bank Reconciliations | ✓ | ✓ | ✓ |
| Check Processing | ✓ | ✓ | ✓ |
| Annual Financial Reports | ✓ | ✓ | ✓ |
| Bank Lockbox | ✓ | ✓ | ✓ |
| Monthly Financial Reports Online | ✓ | ✓ | ✓ |
| Board Invoice Approval | ✓ | ✓ | ✓ |
| Annual Budget Preparation | X | ✓ | ✓ |
| Federal Tax Returns | X | ✓ | ✓ |
| Audit Preparation | X | ✓ | ✓ |
| Initial Budget Preparation | X | X | ✓ |
| Collections Prep for Attorney | X | X | ✓ |
| Insurance Audits | X | X | ✓ |
| External Accounts Reconciliation | X | X | ✓ |
| Financial Review Meeting | X | X | ✓ |
| State Tax Returns | X | X | ✓ |
| Late Letters | X | X | ✓ |

Administration

| | | | |
|---|---|---|---|
| Owner Census Forms | ✓ | ✓ | ✓ |
| Customer Service Dept. | ✓ | ✓ | ✓ |
| Resident Move-Ins/Outs | ✓ | ✓ | ✓ |
| E-Mailed Statements Only | ✓ | ✓ | ✓ |
| Lender Questionnaires | ✓ | ✓ | ✓ |
| Refinancing & Closing Packages | ✓ | ✓ | ✓ |
| Vendor Shield Compliance | ✓ | ✓ | ✓ |
| Vendor 1099 Filings | X | ✓ | ✓ |
| Insurance - Renewals | X | ✓ | ✓ |
| Insurance Claims - Administration | X | X | ✓ |
| Insurance -Remarketing | X | X | ✓ |
| Mailed Statements Only | X | X | ✓ |
| Municipal Reimbursements | X | X | ✓ |
| State Registrations | X | X | ✓ |
| Coordination's of Local/State/Fed Inspections | X | X | ✓ |
| Onboarding 1X Set Up Fee | X | X | ✓ |

Training / Consulting / Additional Services

| | | | |
|---|---|-----------------|----------------|
| Online Training Videos | ✓ | ✓ | ✓ |
| Owner Training | X | 2 Hrs. Per Yr. | 4 Hrs. Per Yr. |
| Virtual Board/Owner Meetings | X | 1 Hrs. Per Yr. | 4 Hrs. Per Yr. |
| Board/Owner Meeting Prep. | X | 1 Hrs. Per Yr. | 6 Hrs. Per Yr. |
| Board Training | X | 2 Hrs. Per Yr. | 6 Hrs. Per Yr. |
| 24/7 Emergency Response | X | 2 Hrs. Pere Yr. | 4 Hrs. Per Yr. |
| Additional Property Management Services | X | 2 Hrs. Per Yr. | 4 Hrs. Per Yr. |
| Project Management Services | X | 2 Hrs. Per Yr. | 4 Hrs. Per Yr. |

INCLUDED AT NO EXTRA FEE:

- Software
- Vendor Directory
- Collection Services (non legal)
- Lockbox Usage & Payments
- Live Customer Service Department
- Vendor Compliance
- Personal Property Administrator
- Low Bank Account Alerts

MORE YOU SHOULD KNOW!

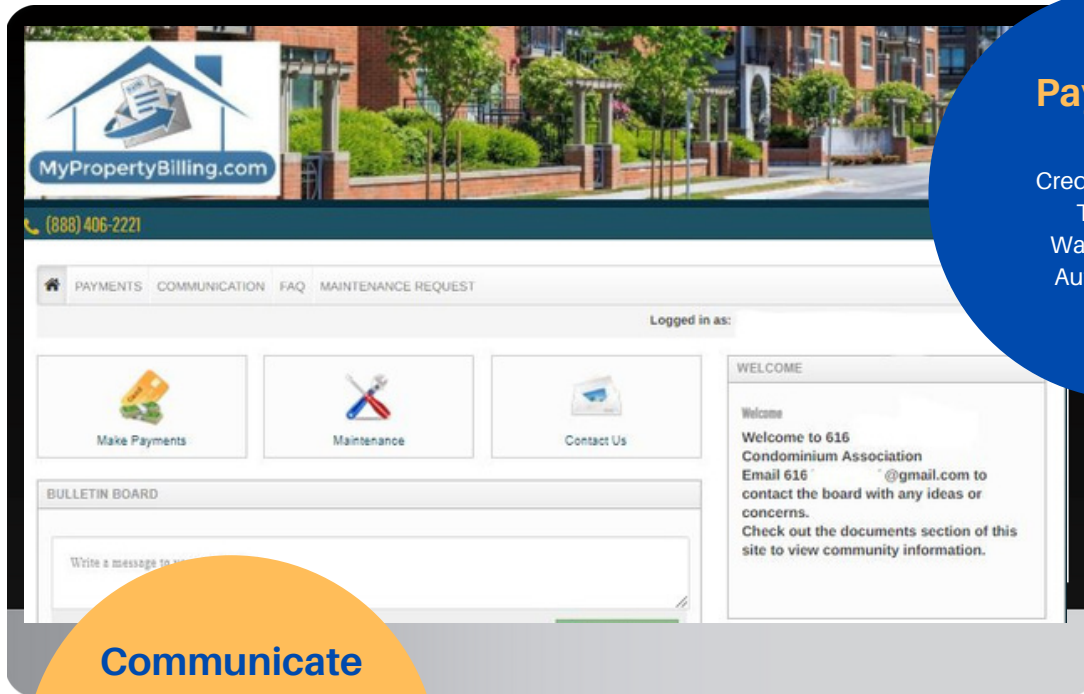
- * Trusted for Over 20 Years
- * Licensed and Insured
- * Easy 30-Day Onboarding
- * First Year- Risk Free
- * Integrated with CIT (Citizens First) Bank
- * App Downloadable for I-phone & Android
- * Certified Experienced Managers & Accounting Staff
- * Regular Board Member Lunch & Learn Webinars

RESIDENT PORTAL

Less Hassle...Better Results!



[click here to discover more](#)



Pay Online

ACH
Credit / Debit Card
Text to Pay
Walk-In Centers
Auto Payments

Communicate

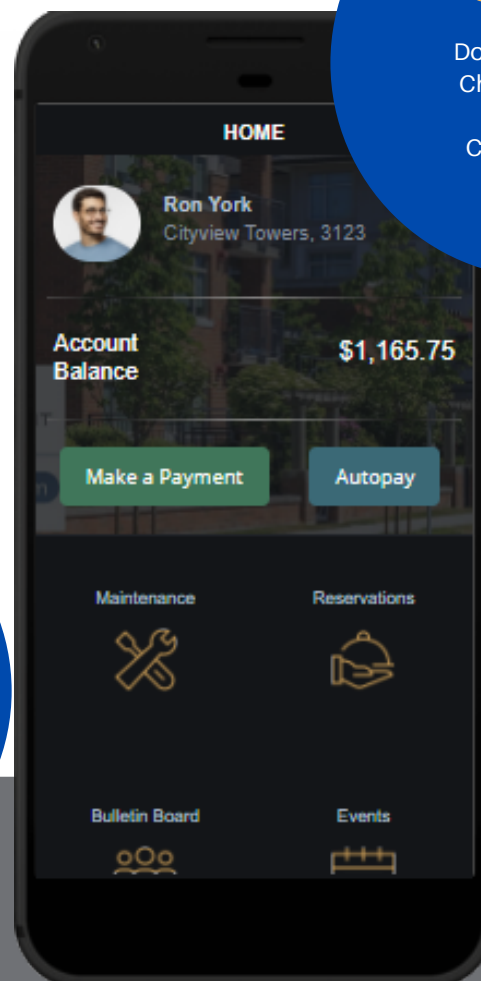
Bulletin Board
Neighborhood Chat
Calendar of Events
Email Broadcasts
Text Alerts

Self Help

Download Forms
Check Balances
Read FAQs
Change Profile

Submit Work Orders

Online Process
Add Pictures
Receive Updates
Allow Home Access

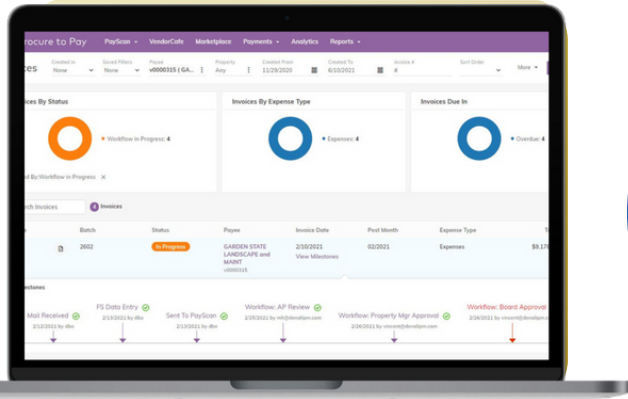


BOARD DASHBOARD

Managing Has Never Been Easier!



[click here to discover more](#)

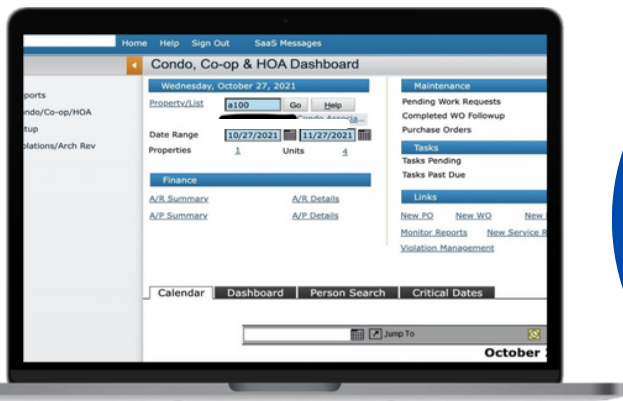


Bill Pay

Invoice Alerts
View Invoices
Monitor Milestones
Online Approval
Vendor Reports

MPB Support

- Live Customer Service
- 24/7 Emergency
- Personal Admin
- Insurance Renewals
- Insurance Re-Marketing
- Insurance Claims
- Resale Documents
- Collections
- Budgeting
- Reserve Analysis
- Taxes/Audits
- Consultation
- Nat'l Vendor Directory
- Vendor Compliance
- 1099s
- Project Mgmt.
- Virtual Meeting Attendance



Financials

Realtime AR Reports
Realtime AP Reports
View Bank Balances
Monthly Financial Reports
Homeowner Accounts



Work Orders

View Work Orders
Communicate w/ Owners
Message Vendors
Reports

More!

Violation Management
Document Storage
Legal Collection Updates
Reports