



Trevor R. Williams <twilliams@redkeypm.com>

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## New message from WMG

1 message

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**Aimi(RedKeyP.M.)** <no-reply@redkeypm.com>  
Reply-To: "Aimi (Red Key P.M.)" <no-reply@redkeypm.com>  
To: twilliams@redkeypm.com

Wed, Mar 8, 2017 at 3:18 PM



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### Owner Notification

New message from Red Key Property Management, LLC

Red Key Property Management, LLC says:

You may log into your Owner Portal at:

Thank you,  
Aimi, *Virtual Assistant*



Trevor R. Williams <twilliams@redkeypm.com>

### New Tenant Notification for 03/08/2017

1 message

**Aimi(RedKeyP.M.)** <no-reply@redkeypm.com>  
Reply-To: "Aimi (Red Key P.M.)" <no-reply@redkeypm.com>  
To: twilliams@redkeypm.com

Wed, Mar 8, 2017 at 3:16 PM



### Owner Notification

Re:-New Tenant Notification on 03/08/2017

Dear Juca,

Please be advised that the following new lease(s) have been created for your properties:

Location	Lease	Primary Contact	Start Date	End Date	Rent
123 Street Rd. Townville, CA 12345	Test Lease 1	Resident1	01/01/1900	01/01/2000	Monthly
123 Street Rd. Townville, CA 12345	Test Lease 2	Resident2	01/01/1910	01/01/2010	Weekly

If you have any questions regarding any of these leases, please feel free to contact us anytime.

Thank you,  
Aimi, *Virtual Assistant*



Trevor R. Williams <twilliams@redkeypm.com>

## New Work Order for Portfolio: Example Portfolio

1 message

**Aimi(RedKeyP.M.)** <no-reply@redkeypm.com>  
Reply-To: "Aimi (Red Key P.M.)" <no-reply@redkeypm.com>  
To: twilliams@redkeypm.com

Wed, Mar 8, 2017 at 3:16 PM



### Owner Notification

03/08/2017  
Re: - New Work Order

Dear Juca,

This notification is to inform you that a maintenance request has been received for the referenced property.

<b>Location</b>
Test Building- 123 Street Rd. - Test Unit

**Work Order #:** -1  
**Source:** None  
**Lease:** Test Lease 1  
**Tenant Contact:** Sample Resident1

**Specific Location:** Sample Specific Location 2  
**Description:** Sample Description 1

**Building Asset:**  
**Assigned Vendor:** Sample Vendor 1  
**Estimated Cost:** \$1,500.00

For more information, please log into your owner portal account and review the details:  
[Portal Login](#)

Thank you,  
Aimi, *Virtual Assistant*



Trevor R. Williams <twilliams@redkeypm.com>

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## Owner Statement Published

1 message

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**Aimi(RedKeyP.M.)** <no-reply@redkeypm.com>  
Reply-To: "Aimi (Red Key P.M.)" <no-reply@redkeypm.com>  
To: twilliams@redkeypm.com

Wed, Mar 8, 2017 at 3:18 PM



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### Owner Notification

Re:-Owner Statement Published on 03/08/2017

Dear Juca,

Please be advised that the following statement has been published on your owner portal:

Statement: Sample Report

**Statement published:**



[Sample Report](#)

Thank you,  
Aimi, *Virtual Assistant*





Trevor R. Williams <twilliams@redkeypm.com>

## Pending Deposit to Account for Juca Chavez

1 message

**Aimi(RedKeyP.M.)** <no-reply@redkeypm.com>  
Reply-To: "Aimi (Red Key P.M.)" <no-reply@redkeypm.com>  
To: twilliams@redkeypm.com

Wed, Mar 8, 2017 at 3:17 PM



### Owner Notification

Re: Pending Deposit to Account for Juca Chavez

Dear Juca,

Please be advised that we have processed an owner draw for your account so a deposit is pending. Please note that electronic transfers can take up to 3-4 days to process.

The details are as follows:

**Payment Date:** 01/01/2010  
**Paid To:** Example Name  
**Amount:** \$1,500.00  
**Payment Method:** E-Check  
**Deposit Account:** XXXXXXXXXXXX1234

**Comments:** This is a sample comment.

For more information, please log into your owner portal account and review the details:

[Portal Login](#)

Thank you,  
Aimi, *Virtual Assistant*



Trevor R. Williams <twilliams@redkeypm.com>

### Received Tenant Notice to Vacate

1 message

**Aimi(RedKeyP.M.)** <no-reply@redkeypm.com>  
Reply-To: "Aimi (Red Key P.M.)" <no-reply@redkeypm.com>  
To: twilliams@redkeypm.com

Wed, Mar 8, 2017 at 3:15 PM



### Owner Notification

Re:-Received Tenant Notice to Vacate on 03/08/2017

Dear Juca,

Please be advised that the following tenant(s) have given their notice of intent to vacate:

Location	Lease	Notice Date	Move Out Date	Rent
Test Building  Test Unit	Test Lease 1	01/01/2010	02/01/2010	Monthly
Test Building  Test Unit	Test Lease 2	03/15/2010	04/15/2010	Weekly

After the Tenant vacates, we will perform a Property Assessment and advise you of any work needed to get the home prepared for new rental.

Thank you,  
Aimi, *Virtual Assistant*



Trevor R. Williams <twilliams@redkeypm.com>

### Tenant Payment Received on 03/08/2017

1 message

**Aimi(RedKeyP.M.)** <no-reply@redkeypm.com>  
Reply-To: "Aimi (Red Key P.M.)" <no-reply@redkeypm.com>  
To: twilliams@redkeypm.com

Wed, Mar 8, 2017 at 3:13 PM



### Owner Notification

Re:- Tenant Payment Received on 03/08/2017

Dear Juca,

Here is today's summary of tenant payments received:

**[2]** Payments applied to **[2]** charges for a total amount of **[\$1,400.00]**

Location	Name	Charge Description	Amount
Test Building   Test Unit	Test Lease 1	Rent	\$900.00
Test Building   Test Unit	Test Lease 2	Rent	\$500.00

Once these payments have cleared the bank, funds will be applied to your account.

*If this payment was received by us after the 10th, please wait 5 days and request funds be transfered to your account, otherwise, funds will be transfered to your account next month as scheduled.*

Thank you,  
Aimi, *Virtual Assistant*





Trevor R. Williams <twilliams@redkeypm.com>

### Work Order Pending Approval for Portfolio: Example Portfolio

2 messages

**Aimi(RedKeyP.M.)** <no-reply@redkeypm.com>  
Reply-To: "Aimi (Red Key P.M.)" <no-reply@redkeypm.com>  
To: twilliams@redkeypm.com

Wed, Mar 8, 2017 at 3:17 PM



#### Owner Notification

Re: - Work Order Pending Approval for Portfolio: Example Portfolio

Dear Juca,

Please be advised that the following work orders(s) are pending approval:

WO#	Lease	Requested By	Est. Cost	Start Date	Est. End Date	Description
-1	Test Lease 1			<i>Pending Approval</i>	<i>Unknown</i>	Sample Description 1
-1	Test Lease 2			<i>Pending Approval</i>	<i>Unknown</i>	Sample Description 2

For more information or to approve these work orders, please log into your owner portal account and review the details:

[Portal Login](#)

Thank you,  
Aimi, *Virtual Assistant*