

1. NEW BOOKKEEPER

- a. Accounting
- b. Invoices
- c. Taxes

d. COLLECTING RENTS

- i. 8 rental properties
- ii. gave them notice of past due rents
- iii. collecting rents
- iv. eviction notices
- v. renters who are misinformed about how to fill out envelopes
- vi. no English
- vii. 2 trips to the bank
- viii. trips to actually pick up rents
- ix. meeting with accountants on collecting rents
- x. STEP 1
  - 1. get your book keeper the addresses and the rental agreements for all houses
- xi. STEP 2
  - 1. input all the Accts receivable
- xii. STEP 3
  - 1. Send out a monthly statements for rents
    - a. Email
      - i. Text
    - b. Physical Mail
  - 2. with address and phone number
- xiii. STEP 4
  - 1. what address and to whom should they send the rent to you
    - a. with no exceptions
    - b. exceptions create thought
    - c. thought creates mistakes
- xiv. STEP 5
  - 1. ONE PERSON COLLECTS ALL RENTS
- xv. STEP 6
  - 1. ONE PERSON deposits all rents
  - 2. communicates with accountant about which rents were received and deposited
- xvi. STEP 7
  - 1. removed the acct reveiable
  - 2. accountants process quick books
- xvii. STEP 8
  - 1. 10th of month
    - a. email
    - b. communication - 10th past due
    - c. goes from accountant DIRECTLY to the attorney
    - d. attorney creates 3 day notice
    - e. attorney directly emails 3 day notices to admin girl
  - 2. 13th of month
    - a. Admin girl posts the 3 day notice on the door
- xviii. STEP 9
  - 1. Have your admin girl bang the phones and call and collect all past due rents
- xix. STEP 10

1. 30th of each month -report via email of the past due rents from accounting
- e. EVICTION
- i. STEP
    1. if past due by 10th of month - 3 day notice
  - ii. STEP
    1. after 3 day notice - then file eviction notice
  - iii. STEP
    1. Eviction Notice to court date is 14 days
  - iv. STEP
    1. from court date is another 2 weeks to eviction
  - v. STEP
    1. 5 DAYS after eviction to throw out on curb
  - vi. STEP
    1. maintenance girl paints and clean it up
  - vii. STEP
    1. marketed and re-rented