

PropertyWize LLC
10 Gerard Ave, Suite 203
Lutherville-Timonium, MD 21093



Return Service Requested

[Recipient_Address]

[[Current_Date]]

Dear Valued Homeowner, _____ ,

PropertyWize, LLC Management Team is honored to have been selected to provide property management services for your Homeowners Association (HOA). With over 25 years combined experience in property management, our team is ready and eager to provide your HOA with the highest standard of management services.

We have already begun establishing individual accounts for each homeowner of the association based on the information we have received from _____, the previous management company. However, that information was incomplete. In an effort to provide better services to you and your HOA **we request that you complete and return the attached Homeowner Information Sheet to PropertyWize LLC within 72 business hours of the date of this notice.** This will help us greatly in maintaining accurate records as we reconcile your account data with previous management; with your help, we can have this completed by the end of June, after which we will be issuing account statements to each homeowner. Please notify us in writing immediately if you believe there is any inaccuracy in your account statement after receiving it.

You may see us visiting the community from time to time in near future, and we look forward to meeting each of you in person. And we would like to encourage you to contact our office when you need our service. Our contact information is as follows:

PropertyWize LLC, 10 Gerard Ave, Suite 203, Lutherville-Timonium, MD 21093

Phone: (410) 372-6512 Fax: (443) 588-1742

Email: PropertyWizeManagement@gmail.com

Going forward, you can expect to receive a monthly statement and a reminder for payment of HOA dues on or about the 25th of each month. If you would like to pay by check, please make it **payable to:** “

” and mail to the address above. As an enhanced service, we will also provide each homeowner with a secure individualized online login portal that will allow you 24/7 access to your account information online as well as enable you to be able to pay HOA dues online. Once we receive your email address from your completed Information Sheet, we will be able to send you a Welcome Email with your online login portal web link as well as the username and a temporary password.

Our first task with your HOA is to establish a relationship built on mutual trust and respect, in addition to maintain clear and effective communication with the HOA members and board of directors. With your support, and our quality, experienced property managers using state of the art technology, this is quickly achieved.

We are looking forward to serving you and your community.

Thank you for your assistance and cooperation.

Sincerely,

PropertyWize LLC Management Team

Michelle Yang, P.H.P. and Shanicka Sudler, M.B.A.

Executive Property Managers

Going paperless is quick, easy and comes with lots of perks.

- **Access your statements and HOA notices 24/7** at one convenient place with no searching, stress, or paper cuts
- **Enjoy lower fees.** Avoid a \$5 monthly processing fee for mailed paper statements. Please be advised, the homeowner is responsible for the following fees if we have to mail any forms or notices to your address: \$1/item for first-class US postal mail, \$4/item for mailing receipt, and \$8/item for certified mail. However, all email communication is FREE of charge.
- **Enhanced features.** View your account balance, charges, and pay your association fees online, safely and securely. Submit maintenance requests online. Download the bylaws, meeting minutes and other important HOA documents. And much more.
- **Go Green, Making an environmentally friendly choice.** Online statements and notices take fewer natural resources to create and deliver than their paper versions. Just a small change, we can easily reduce our "carbon footprint."