



Property management services.
vspropertyrentals.com

Owner's Guide Property Management

 **FLORIDA,**
USA.





Our commitment to our owners

At **VS International Rental Properties LLC**, we specialize in providing property management services to foreign owners and investors.

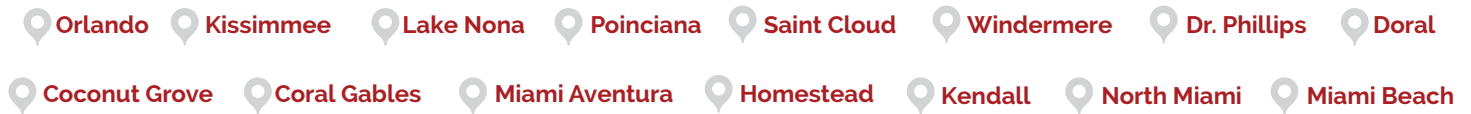
I'm Vanessa Serrano.

VS International's owner and a Lic. Real Estate Broker.

I provide my clients over 23 years of experience in the property management industry for the Central Florida area.



Our team is committed to providing you Stress-Free Property Management services in:



Our commitment is to maximize the return on our client's investments while maintaining an excellent conditions of the properties. Though our team and our trusted partners, we strive to make sure that absolutely all aspects of the investments are taken care of, this include unit maintenance, rentals, providing administrative and financial supporting information pertaining to financial, legal and tax aspects of the property ownership in the USA.

We also select and screen your potential residents to ensure only quality and responsible tenant lease your home or condo.

Our affiliations and certifications show our commitment to fair housing practices, a higher code of ethics and a quest for continuing education.





Why choose us?

Being a landlord of investment real estate far away from home - what we call an "absentee owner" - often raises issues that are hard to take care of since they are not familiar and present on the local market.



For this reason, foreign investors need someone they can trust to take excellent care of their investment and provide them with professional advice and management services.

It is key to understand the difference between the services offered by a real estate company and a professional property management company.

Real Estate Agents

Experts in sale and rental, which are a one-time transaction and often accomplished in a short amount of time.

VS.

Managing Units

Extremely time consuming and requires great attention to details and specific knowledge.

The choice of using the correct professional property management company will make the difference between a successful and unsuccessful investment. This is the reason a great percentage of the business comes from our own repeat owners.

- We protect your investment and integrity of your property.
- Licensed and insured.
- Product knowledge.
- Market knowledge.
- Cost-effective pricing.
- Negotiation.
- Real Estate Coordinator team.
- Social Media Marketing and Networking Team.
- In-house legal counselor.

- Impeccable ethics and integrity.
- Customer service.
- Shorter vacancies.
- Rigorous screening.
- Online Owner Landlord / Tenant portal.
- Regular property inspections.
- Online Maintenance request.
- Paperless & electronic documents stored online for instant review and BackUp.



vspropertyrentals.com Owner's Website

Through the owner's website you can view all your property information 7 days of the week, 24 hours a day and your tenant can pay the rent through this web site, with no excuses to be late on the rent payment.

Available options

- Initial registration.
- Summary of monthly balance of payments.
- Detailed account statements.
- Documents such as rental agreement, condominium, etc.
- Tenant request reports.



- Visit <https://www.vspropertyrentals.com/>
- Select: **Owner Portal** > **Owner Statements**
- In the next screen, select: **Login**

AppFolio Owner Portal

Secure | https://vsinternational.appfolio.com/oportal/users/log_in

Welcome to the Owner Portal

If you haven't logged in with password before, [create your password now](#)

Email

Password

[Create a password](#) | [Forgot your password?](#)

VS International Rental Properties LLC
2151 Consulate Dr. Ste 14, Orlando, FL 32837
(407) 513-4722
www.vspropertyrentals.com

Important: If you have problems registering please email: management@propertyrentals.com



AppFolio Owner Portal
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propertyowner@email.com
Settings Log Out

Statements

Contributions
Inspection Reports
Documents

Statements

User Demo

Most Recent Packets:

Feb 17, 2018 to Mar 16, 2018 (Published Mar 27, 2018 at 11:50 a.m.)
Download Packet (Includes Owner Statement (Enhanced), Work Order Attachments, and Bill Attachments)

Feb 17, 2018 to Mar 16, 2018 (Published Mar 21, 2018 at 4:18 p.m.)
Download Packet (Includes Owner Statement (Enhanced))

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Orlando, FL 32837

Statements

View or download published statements and reports. Packets are ordered by date with the most recent at the top. Click "Download Packet" to download the entire packet including attachments, or click "Choose Files" to view only select files from the packet.

Inspection reports

View any Inspection Report your property manager has shared. Click the linked report name to view it online. You'll get an email notification when a new Inspection report has been shared with you

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propertyowner@email.com
Settings Log Out

Statements
Contributions
Inspection Reports
Documents

Inspection Reports

Published Date	Address	Report Name
06/10/2015	50 De La Vina - Unit 1001, Santa Barbara, CA 93101	50 De La Vina - Unit 1001 Inspection
06/10/2015	50 De La Vina, Santa Barbara, CA 93101	50 De La Vina Exterior Inspection

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Statements
Contributions
Inspection Reports
Documents

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Document Name	Date Shared	
Owner1099_2016_revised	01/06/2017	Download
Owner1099_2015	01/05/2017	Download
1020142117a_Burst02.jpg	03/22/2016	Download

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Documents

View or download documents your property manager has shared. Click the linked document name to view it online, or click "Download" to download and save a copy elsewhere. You'll get an email notification when a new document has been shared with you.

Contributions

Make secure monetary contributions via credit card, debit card or eCheck (ACH) to the property of your choice. You'll always see the Contributions tab, but may not be able to make Contributions. It is up to your property manager

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Statements
Contributions
Inspection Reports
Documents

Contributions

1 Select 2 Account info 3 Review

The \$5 eCheck Contribution processing fee has been removed and is now free going forward.

* Property: Select a Property

Amount: \$

* Method: Select a Payment Method

Continue Cancel

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Marketing your rental property

Resort and second homes

- Weekly visits to your properties.
- Mail pick up and/or forwarding.
- Scheduling cleaning services for the owner.
- Storage of patio furniture, planters and barbecue grills.
- Lawn and landscape maintenance.
- Pool/Spa services.
- Pest control.

Property management

- 24/7 emergency contact.
- Enforce lease regulations and rules.
- Receive/Collect rental payments.
- Convenience to pay online.
- Monthly accounting report to owners online cloud based.
- Direct deposit into your account.
- Summary of income and expenses.
- Recurring Property inspections.
- We do not perform important maintenance tasks without prior authorization from the owner / tenant.
- Coordination of repairs and maintenance.
- Coordinate emergency repairs. We have an emergency line for our tenants after hours.
- Online maintenance tenant request portal.
- Handle relationships with the Condo/Home Owners Association and the Owners. Owner makes direct payments to condominium if it is otherwise established by the company.
- Handle and process all tenant correspondence, communication and requests.
- Processing collection letters and calls in the event of a tenant paying late.
- Move-in property inspection report.
- Move-out inspections cloud based comprehensive reports.



Fiscal

- Coordinate preparation of annual property tax.
- Detailed income property statements.
- Property insurance renewal assistance.

Renting

- Market analysis of the rental value of your property.
- Extensive and aggressive marketing of your property and Tenant hunt.
- Advertise local and international websites client targeted.
- Post your rental over 50 multiple listing services.
- Our staff personally reviews each potential prospective tenant, checks its credit and employment history.
- Move-In cloud based comprehensive reports.
- Processing documentation with Condo/Home Owners Association. Monthly condo payment (HOA) is offered as an additional service.
- Lease administration, renewals and enforcement.
- Renewal lease negotiations to achieve the best terms for your needs.
- Less vacancy for your property.



Take away the stress
of managing your investment
properties.

Our expert property managers for the Central Florida area are ready to get started and look forward to working with you to provide the quality & professional service you're looking for.





Individual Taxpayer Identification Number (ITIN)?



All buyers and seller should have an Individual Tax Identification Number to meet the USA tax obligations.

What is ITIN?

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. The IRS issues ITINs to individuals who are required to have a U.S. taxpayer identification number but who do not have, and are not eligible to obtain, a Social Security number (SSN) from the Social Security Administration (SSA).

Why is it used?

IRS issues ITINs to help individuals comply with the U.S. tax laws, and to provide a means to efficiently process and account for tax returns and payments for those not eligible for Social Security numbers. They are issued regardless of immigration status, because both resident and nonresident aliens may have a U.S. filing or reporting requirement under the Internal Revenue Code.

ITINs do not serve any purpose other than federal tax reporting.

An ITIN does not:

- Authorize work in the U.S.
- Provide eligibility for Social Security benefits
- Qualify a dependent for Earned Income Tax Credit Purposes

Who needs it?

IRS issues ITINs to foreign nationals and others who have federal tax reporting or filing requirements and do not qualify for SSNs. A non-resident alien individual not eligible for a SSN who is required to file a U.S. tax return only to claim a refund of tax under the provisions of a U.S. tax treaty needs a ITIN.

Other examples of individuals who need ITINs include:

- A non-resident alien required to file a U.S. tax return.
- A U.S. resident alien (based on days present in the United States) filing a U.S. tax return.
- A dependent or spouse of a U.S. citizen / resident alien.
- A dependent or spouse of a non-resident alien visa holder.



IRS W7 & W8 Forms



VS International Rental Properties LLC offers this service to its owners. For the issue of the ITIN should follow these steps:

1 Complete forms

- W7. **VS International** will help you and guide you to complete this form. Once this form is completed it needs to be notarized by IRS Authorized Agent or thru USA Embassy Consular outside United States.
- W8-ECI: Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding. **VS International** will provide you with this form.

2 Schedule a notary appointment

Everyone, including US citizens, requiring notary service should schedule an appointment using the website of the Embassy through this site: <https://evisaforms.state.gov>

This isn't a charged appointment. The consular officer may only notarize a maximum of three (3) signatures by appointment. Cost: the cost of service of notice depends on the number of signatures and notary stamps are required.

3 Notarize forms

The day of appointment must indicate that you want to notarize the W7 and W8-ECI forms to apply for an ITIN.

4 Send forms to our office

Once you have completed notarized documentation you must send the originals to our office through a private international mail service:

VS International Rental Properties LLC
2151 Consulate Dr Suite 14, Orlando FL 32837.



Your investment is our business

At **VS International Rental Properties LLC** we are here to help you make the most of your investment; providing the attention, support and guidance you may need.

To receive a copy of our Property Management Agreement please contact us at:

USA Office (Orlando): 407-513-4722

Venezuela Office: 212-335-7672

FAX: 321-400-1420

If you need more information, please contact us:
management@vspropertyrentals.com

www.vspropertyrentals.com

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