

UTOPIA MANAGEMENT

The Quality Company® in Property Management



Thank you for your interest in Utopia Management. Utopia Management is a full service professional property Management Company. Utopia's property management services include, managing Single Family Homes, Condos, Apartment Buildings, Commercial Buildings, Office Buildings and provide accounting services for Home Owner's Associations. By choosing Utopia's Property Management service, you will be getting a qualified and professional staff delivered by a Property Management company at one of the lowest rates in town.

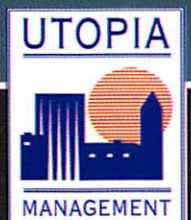
Our goal at Utopia is to create and maintain the financial success of your property (ies), while freeing you from the day-to-day management tasks. Our quality property management services are consistently updated to meet the changing demands of the marketplace.

The enclosed packet includes an outline of our Management Services, Utopia's "Professional Management Agreement", a "What We Need From You" form, sample of an "Owner's Statement", "Cash Flow Report" and "Marketing Flyer".

A representative from Utopia will be calling you to discuss your property and schedule an appointment to personally meet with you at your property. If you would like to contact us, you may do so by calling our office. Please let the receptionist know that you are interested in speaking with someone regarding our quality property management services.

Sincerely,
Business Development Manager

UTOPIAMANAGEMENT.COM
(800) 294-4656



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UTOPIA MANAGEMENT

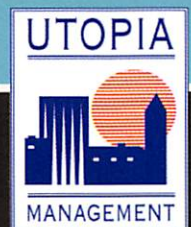
Apartment Communities



Utopia Management® manages apartment communities of all sizes throughout the United States. Our fee for full service management ranges from 2% to 7% of collected revenues, depending on the size of the property and the complexity of management.

We'll manage your property while you enjoy your life. This peace-of-mind allows our clients to live and work around the world with confidence in Utopia Management's expertise. Our full service management includes rent collections, evaluation of existing on-site staff (16 units and over), rental surveys, tenant screening and leasing, property maintenance coordination, property inspections, financial record keeping, bill paying, lease provision enforcement and tenant access to 24-hour emergency service. Utopia's expert legal counsel advises and updates us regularly regarding Landlord-Tenant Laws. Utopia's marketing program, combined with our dominant position in the rental management marketplace, increases rental traffic for your apartment community. As a result, we are able to consistently rent properties, priced at current market rates, to qualified tenants usually within a short period of time, often renting the property prior to the previous tenant moving out. The first step Utopia takes with potential new owners is scheduling a property evaluation meeting. We normally do a property review (or "walk-through") and evaluation prior to meeting with you. This property review helps to give us a good understanding of your property's needs. At the initial meeting, we will identify owner expectations and establish what services Utopia Management will provide. Further, this meeting will help to identify existing problems, act as a forum to discuss potential solutions, answer your questions and concerns, and establish goals for your property.

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UTOPIA MANAGEMENT

Outline of Management Services



Marketing

We create an extensive web presence for your rental property by placing your property on multiple rental websites. Beyond web traffic, we also use property signage and our dominant position in the rental management marketplace increases exposure for your rental property. As a result, we are able to consistently rent properties, priced at current market rates, to qualified tenants in approximately thirty days.

Tenant Screening

We only place the best possible tenants in your property. Our thorough screening process for rental applicants has consistently kept our eviction rate very low. Utopia® also provides our owners with the optional "Utopia Eviction Protection Program" for further piece of mind. Prospective tenant screening includes running industry-specific credit reports, verifying employment, income and previous rental history. We run credit reports on all applicants age 18 years or older. This report includes a search for prior evictions. We verify driver's licenses, social security cards and pay stubs as well as contact their prior landlords for confirmation that they have been good tenants in the past. As a management company, we have many procedures to eliminate problem tenants prior to ever renting to them. Placing the right tenant is the single most important step in the process.

Management

Your property will be assigned a management team that specializes in your property's area. Having a manager with specific market knowledge is extremely valuable in assessing rents and knowing local market trends. Your assigned management team will offer suggestions to make your property rent-ready, or to enhance the appeal of your property. If your property is not currently in rent ready condition, your management team can help you with this process to ease the transition into management. Our managers have years of industry specific experience and have a wide array of procedures to shield owners from unnecessary liability and help tenants feel they are being well looked after.

Maintenance

Utopia is very flexible with regards to maintenance. We outsource much of your property's maintenance needs to a preferred list of vendors, some of which we have been using for over fifteen years. This relationship and purchasing power helps Utopia's clients get a better than market price for most of the work that is requested. Utopia has a general contractor's license (#792427) and completes work through our own maintenance technicians when that work is difficult to outsource or when we feel we can complete the work at a lower price than an outside vendor.

Accounting

Our accounting department provides owners with monthly financial statements confidentially posted to your own web portal. The monthly statement includes all financial activity and copies of the bills we paid on your behalf. This same report also has year to date information, so your December statement has all of your annual figures for tax purposes. If you ever have questions regarding your statement, you can contact one of our helpful accounting staff members.

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UTOPIA MANAGEMENT

Professional Marketing

A/C Cul-de-Sac Home with Master Retreat and Bonus Room in gated Torrey View!

3
BEDS

2.5
BATHS

\$3,995
RENT

800.294.4656 x1120

<http://www.utopiamanagement.com/>



PROPERTY ADDRESS

3787 Torrey View Ct.
Pleasant, TW 10000

SQUARE FEET: 2,818 AVAILABLE: --

DESCRIPTION

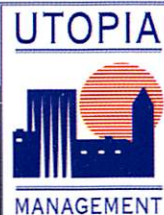
This air-conditioned home on cul-de-sac in the gated 'Torrey View' community has 2819sf and 2 additional bonus rooms. There is a formal entry, a living room with cathedral ceiling, formal dining area, family room with built-in entertainment center and fireplace, family dining room with built-in buffet, kitchen with step-in pantry, under-cabinet lighting, Silestone counters, pendant lighting over eat-at countertop, stainless appliances including refrigerator, gas range, double oven with convection feature, dishwasher and built-in microwave, a large bonus room on 1st floor, and a master retreat on 2nd floor consisting of the master bathroom white tile counters, dual sink vanity, shower and separate jetted tub, spacious bedroom with walk-in closet with cedar wall feature, and private access to a super-sized bonus room with built-ins along one wall and overlooking stairwell on one side. Additional 2 upstairs bedrooms have Jack 'n Jill bath between them and one bedroom consists of 2 spacious areas. Other features include beautiful Beech hardwood flooring in living areas and bonus rooms, tile in baths, and neutral carpet throughout second floor bedrooms, leaded glass windows, Waterford crystal chandelier and wall sconces, tankless water heater and water filtration system. Home is wired for alarm system and surround sound in family room and upstairs bonus room. The laundry room on 1st floor has deep sink and HE washer and custom dual-level dryer with clothing racks and steam feature. The fenced backyard and side yard wrap around the home and features easy-care faux turf, a water fountain on timer, and the elongated patio has a rubberized soft-surface coating. Plus owner is leaving a Mesa Grill Table and spa for tenant enjoyment. 2-car attached garage has storage. Tenant pays for all utilities. Two small pets allowed with restrictions.

AMENITIES

- 2-car garage
- Stainless Appliances
- Refrigerator
- Dishwasher
- Gas Range
- Hardwood Floors
- Carpet & Tile Flooring
- Private Spa
- Washer & Custom Dryer
- Fireplace

RENTAL TERMS

Rent	\$3,995
Security Deposit	\$4,000
Application Fee	\$45



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UTOPIA MANAGEMENT

Owners Statement

John and Mary Smith

2409 Homesite Drive
San Diego, CA 92139

Properties: Danjur Luxury Towers

1669 Danjur Street
San Diego, CA 92129

Date	Payee/Payer	Type	Reference	Description	Income	Expense	Balance
				Beginning Cash Balance as of 4/1/2014			15,500.00
4/1/2014	Tenant ABC	Receipt	197	01-Rent	6,525.00		22,025.00
4/1/2014	Tenant DEF	ACH receipt	AZMI-ZWEO	02-Rent	6,250.00		28,275.00
4/1/2014	Tenant GHI	Receipt	L58H-JI32	03-Rent	5,320.00		33,595.00
4/2/2014	Tenant JKL	ACH receipt	200	04-Rent	6,840.00		40,435.00
4/3/2014	Tenant MNO	Receipt	L58H-JI32	05-Rent	4,350.00		44,785.00
4/3/2014	Tenant PQR	ACH receipt	300	06-Rent	3,501.00		48,286.00
4/3/2014	Super Clean Vending	Receipt	42014	Laundry machine collection	329.00		48,615.00
4/1/2014	Farmers Insurance Exchange	Check	20535	Insurance Prop & Per		388.00	48,227.00
4/10/2014	Helix Water District	Check	20538	Water & Sewer		446.00	47,781.00
4/1/2014	Waste Management	Check	20542	Trash		446.00	47,335.00
4/8/2014	Utopia Management Inc.	Check	20552	Maintenance		564.00	46,771.00
4/10/2014	Wall to Wall	Check	20565	Cleaning		475.00	46,296.00
4/10/2014	Las Palmas Gardening	Check	20566	March Service		395.00	45,901.00
4/10/2014	Gas & Electric	Check	20570	02/28/14 - 03/31/14		1,252.00	44,649.00
4/11/2014	Bill Howe HVAC	Check	20573	A/C & Heat Repair		1,087.00	43,562.00
4/11/2014	Mitsubishi	Check	20574	Elevator Repair		734.00	42,828.00
4/11/2014	Jimmy John Pool	Check	20575	Pool		461.00	42,367.00
4/16/2014	Service Master	Check	20580	Carpet Cleaning		869.00	41,498.00
4/16/2014	Affordable Carpet	Check	20582	Floor Coverings		352.00	41,146.00
4/17/2014	Coles Painting	Check	20584	Painting		420.00	40,726.00
4/17/2014	Aztec Appliance	Check	20585	Appliance		973.00	39,753.00
4/15/2014	Home Depot	Check	20586	Maintenance Supplies		440.00	39,313.00
4/15/2014	Home Depot Western	Check	20586	Maintenance Supplies		446.00	38,867.00
4/15/2014	Western Exterminator Co.	Check	20592	Pest Control - March Service		95.00	38,772.00
4/15/2014	Utopia Management Inc.	Check	20593	Mgr/Onsite Payroll & Taxes		585.00	38,187.00
4/20/2014	Utopia Management Inc.	Check	20594	Advertising		100.00	38,087.00
4/20/2014	Utopia Management Inc.	Check	20595	Management		1,311.00	36,776.00
				Plumbing - Maintenance Tenant Reported - Cracked window - bathtub is leaking water			
4/17/2014	Utopia Plumbing & Electrical	Check	20598	LM for tenant inquiring about the cracked window - cause? what window and tub leak - faucet? shower head? or leaking on the floor? MT WO limit \$300		117.00	36,659.00

Total

33,115.00 11,956.00

Property Cash Summary

Required Reserves

15,500.00

Prepaid Rent for Future Rent

8,196.00

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UTOPIA INSURANCE

Landlords Insurance Policy

Become a Landlord With Peace of Mind

Not all insurance policies are created equal. Standard property insurance policies assume that the homeowner lives in the property. Landlords, on the other hand, rarely ever live in their rentals and therefore need a different type of policy – a **Landlord Insurance Policy**. In fact, most Landlords don't realize that if they file an insurance claim on a rental, but the policy is NOT listed as a Landlord Policy, the insurer can deny the claim.

Why the Difference? It's simple really...because there are different risks involved with rentals vs. homeowner occupied properties. Landlord Policies account for typical issues that a Landlord might have – such as “loss of rent”.

Always Be Prepared! Being a Landlord can be a great way to make a living, but it is so very important that you make sure you're completely covered if something goes wrong – even if the chances are remote. It's essential to have the proper insurance policy in order to keep you from unnecessarily losing money or assets that may be impossible to recoup.

Listed below are the most important clauses that you need to consider when creating/converting your Landlord Policy.

1. Dwelling Coverage

Dwelling coverage is the most basic type of home insurance. Dwelling coverage insures just that, the dwelling. It will protect you against financial costs related to structural damage of your property in the case of a covered peril.

2. Personal Property Protection (Contents)

Personal property coverage is essential if you're renting a furnished apartment, but many Landlords prefer to have it even if they rent empty units. Content coverage typically protects you against damage to carpets, curtains, furniture, domestic appliances, household goods, and light fixtures.

3. Fair Rental Income Protection

Rental default insurance, sometimes known as loss of rent, is a type of insurance that allows you to collect the rental amount of the property for a certain length of time if you are unable to do so because of a covered claim or catastrophe.

4. Legal / Liability / Medical Coverage

If a tenant or employee – even a contractor working on a part-time basis – sues you for damages, legal and liability coverage can keep you from having to go out-of-pocket. This is generally coverage that every Landlord should have, as it's easy to build up huge legal fees or be forced to pay large settlements for things that are largely out of your control.

Landlord

Renters

Commercial

Auto/ Recreational

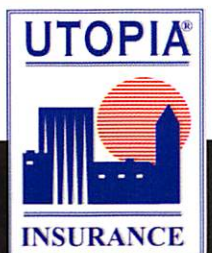
Marine/ Aviation



insurance@utopiainsurance.com

UTOPIAINSURANCE.COM

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UTOPIA MANAGEMENT

How to Get Started

HOW TO GET STARTED AND WHAT WE WILL NEED FROM YOU !

1. **Executed Management Agreement.** Complete Online, Scan/Email or Fax Management Agreement as follows: Initial each page bottom R corner, Complete and Sign last page of Agreement. (**Online www.utopiamanagement.com/property-management-agreement**).

Upon receipt, we will Schedule an Appointment to:

- a) Take photos of your property and amenities for Internet advertising.
- b) Install a Utopia Lockbox with 1 set of property keys and install professional 'For Lease' sign on the property.
- c) Complete a **Property Profile**, including property features, amenities, complex and/or area features i.e. schools, parks, shopping for our file and ads.

2. Within 7—10 days, please Fax or E-mail these to us for Lease Attachment and Enforcement:

- a) **Copy of Home Owner Association (HOA) Rules & Regulations** (if applicable)
- b) A copy of **HOA's Tenant Registration Form** (if required by HOA Management Co)
- c) **Name & telephone number of HOA Management Company and Manager**

3. **Keys , Remotes, and Security Cards** are needed for:

<i>All Doors</i>	<i>Mailbox</i>	<i>Swimming Pool / Amenities</i>
<i>Laundry</i>	<i>Storage</i>	<i>Garage Remotes & Coded Entry</i>
<i>Gate Card</i>	<i>Access Codes</i>	<i>Parking Permits & Assigned Space Numbers</i>

4. **Vendor Contracts/Services:** Please provide a list of names and telephone numbers for all other contractual service providers (i.e. gardener, pest service contractor, propane provider, laundry service provider.

5. **Property Insurance:** One of Utopia's insurance professionals will contact you shortly with your property's insurance requirements. Here is their contact information:

Utopia Management Insurance Services

Direct: (858) 836-2736

Fax (858) 836-2737

Email: insurance@utopiainsurance.com

6. **Smoke Detectors & Carbon Monoxide Detectors:** are required by law to be installed within the Rental Property prior to rental. Utopia will advise, and quote installation cost if needed.

7. **Current Rental Files** (if applicable): A complete copy of tenant' (s) files, including rental agreements, relevant or pertinent documentation//correspondence i.e. tenant'(s) credit applications, notices sent to/or served upon tenants, file notes, and current rent roll on multiple units.

8. **Optional Payments:** You may request Utopia make recurring payments (i.e. mortgage, Insurance, or HOA fees) from rent proceeds. Upon approval, they will be reflected on your monthly stmt. Please provide one copy of invoice/ statement for each payment upon sign-up.

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