



\$\$ Show Me the Money \$\$ **Siebert Realty Accounting Process**

Weekly / Short Term Rental revenue disbursements are based on the guest's departure date.

All departments at Siebert work as a team to provide the income and expense information for the Owner Statements. Joane Walker in our Rental Accounting Department processes the owner statements

The statements are automatically emailed to the email address(es) you provide. The **EFT Form** you complete provides the bank account information for the electronic funds transfer of your net rental disbursements. Once you receive the emailed statement, the net revenue will be deposited into your bank account electronically within two business days.

****Owner Statement Schedule****

We will be processing owner statements weekly (period ending Sunday) during the months of June through September. With the exception of holidays, you should see the funds in your account by Friday each week.

One month end statement will be processed October through May. Revenue will be disbursed within 5 business days of the month end.

If you have a Monthly Rental (minimum 90 days) or a Year-Round Rental, revenue will be disbursed on the month-end statement for the following month or on a 10th of the month statement.

Owner Net

Siebert Realty's OwnerNet webpage at www.siebert-realty.com provides you access to information pertaining to your rental property. The Login Information will be emailed to you once all paperwork is completed and processed. The same login applies to the OwnerNet and the OwnerApp. The OwnerNet is very helpful for viewing property reservations, the year-to-date Income and Expense Statement (with detailed information by category), individual Owner Statements, Guest Surveys, Company Newsletters, Service Department Programs, and much more. There is also a Staff Directory for you to reference if you need to email or call any of us directly.

Owner Mobile App

Our OwnerApp provides all the same information as OwnerNet - right in the palm of your hand! The app also offers additional features in the way of communication with our team, real time work order information, rate management, message center, the ability to receive notifications via text or email based on your preferences, and so much more! Download the **OwnerApp for Vacation Rentals** from the Apple App Store or Google Play Store.

Year End Accounting

January of each year, we will mail you the IRS Form 1099-MISC for the rental property income, along with the corresponding year's Income and Expense Statement. The **W9 Form** you complete provides the ownership entity and Federal ID number used for IRS reporting.

We look forward to working with you!