

Owner Contributions

Fast, Easy Owner Contributions!

Online Owner Contributions allow owners to securely send funds by E-Check or credit/ debit card to property managers to pay for anything from emergency repairs to initial property reserves. This feature can help get emergency repairs and maintenance completed faster, and keep tenants, vendors, and owners happy with quicker repairs and payments.

Overview

- Online Owner Contributions allow property owners to transfer funds to property managers by E-Check or credit card in order to cover the costs for unexpected maintenance.
- Owners can make a contribution by E-Check or credit card through their Owner Portal.
- Owners cover all transactions costs for the transfer.
- All funds are automatically receipted and deposited in AppFolio.

Getting Started

Before you are able to begin using the service Property Owners must have set up access to their Owner Portal with their email and password.

How it Works for Owners

Once enabled, owners will be able to make payments through their owner portal at anytime and from any device.

Owner Process:

1. The Owner and Property Manager agree that a contribution is needed
2. Log into the Owner Portal (berkeleyrealty.appfolio.com/oportal) with your email address and password, the Owner name with any sent packets will appear
3. **Click Owner Contributions**



4. **Click Make a Contribution.** If you see more than one owner record (eg., you personally own properties and are part of an LLC which owns properties) click the button next to the owner of the property the contribution is intended for.



5. Enter Contribution Details

- *Select* the property you wish to contribute funds to using the Property drop-down menu
- *Enter* the contribution amount
 - NOTE: The maximum permitted contribution amount is \$15,000
- *Select* your payment method - E-Check or Credit/Debit Card - from the Method drop-down menu
 - **Note:** Only US based personal or business/commercial bank accounts are accepted for E-Check payments. Domestic and international credit/debit cards are accepted if they are Visa, Mastercard, Discover, or JCB branded.
- *Click Continue*

The screenshot shows a web form with three steps: 1. Select, 2. Account Info, and 3. Review. Under 'Property', '204 E. Stock Farm Drive, CA 94720' is selected. Under 'Amount', '\$ 2000' is entered. The 'Method' dropdown is open, showing 'Return a Payment Method', 'E-Check (\$5 flat)', and 'Credit / Debit Card (2.9% fee)'. The 'Continue' button is highlighted with a red box.

- *Enter* bank account or credit/debit card account details and *click Continue*
- *Confirm* payment details and *click Submit* to complete the payment

The screenshot shows a confirmation page with a 'Submit' button at the bottom left, which is highlighted with a red arrow. The page contains details about the contribution, including the property address and amount.

Success! Your contribution will be processed and you will land on a confirmation page. You will also receive a confirmation email from Berkeley Realty containing payment details. Please retain this email for your records.

Pricing

AppFolio applies the following fees to manage transaction costs:

Contribution Method	Fee
E-Check	\$5.00 flat
Credit/ Debit card	2.9% of contribution amount

- The fees are paid by the owner at the time of the contribution
- On the owner's bank or credit/debit card statement, contribution fees appear as separate transactions from the contribution amount. Fees appear as transactions from AppFolio, while contributions appear as transactions from Berkeley Realty