

AASEW



**APARTMENT ASSOCIATION OF
SOUTHEASTERN WI**

INTRODUCES

**COZY, A SERVICE FOR SMALLER
LANDLORDS**

AGENDA

- What is Cozy?
- What services does Cozy offer?
 - Getting rent estimates for your property
 - Marketing your vacancies
 - Collecting applications & screening
 - Tenant portal
 - Online rent collection
 - Track maintenance requests
 - Track expenses
 - Landlord education

WHAT IS COZY?

- Cozy is an online service for smaller landlords
- The core services are FREE for both landlords and tenants, certain optional services have fees
- Cozy's services take you from determining how much rent to charge, to collecting applications, to collecting rent, and tracking maintenance and expenses
- Browser based - accessible anywhere you have internet access, 24/7
- Also accessible via smart phones

HOW MUCH TO CHARGE FOR RENT?

Cozy Rent Estimate = **\$19.99**

- A rent estimate for your rental
- Accurate rent amounts of comparable rentals in the area
- Local vacancy rates
- Recent and historical county rent trends
- Other vital investor metrics



1234 SE Sunnyside Ave
Portland OR 97217

This report provides an in-depth comparison of **1234 SE Sunnyside Ave Portland OR 97217** and other properties in the area. This report gives you valuable insight for discerning investment property analysis.

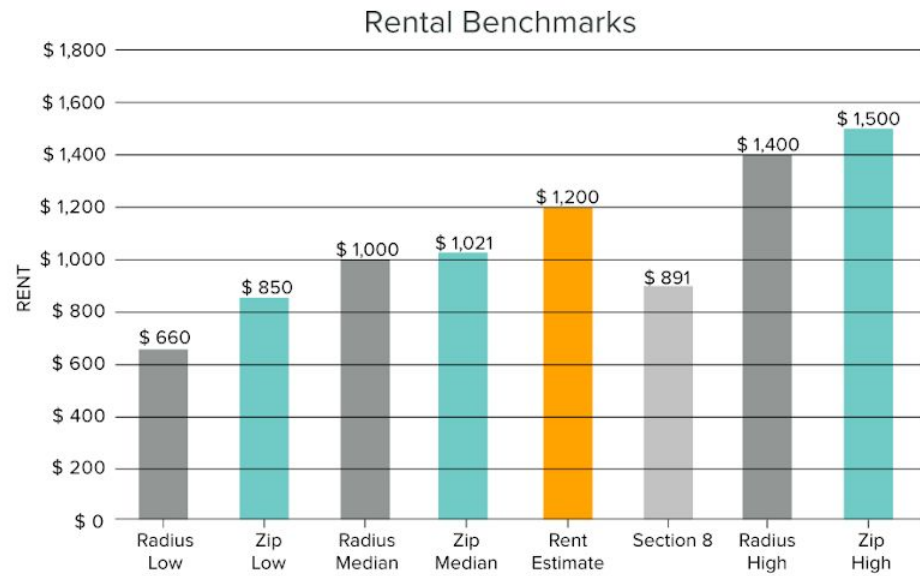
RENT ESTIMATE
\$1,200

CONFIDENCE SCORE
83%

EST PROPERTY VACANCY RATE
6.8%

LS		TYPE SINGLE FAMILY
		YEAR BUILT

RENTAL ANALYSIS



MARKETING YOUR VACANCY

Price = **FREE**

- Create a listing with pictures, description, rental amount, and contact info
- Receive a link you can use to email existing tenants for referrals or post online to Facebook, etc
- FREE syndication of your listing on Doorsteps.com and Realtor.com

1234 E Burnside St.
Portland, OR 97215

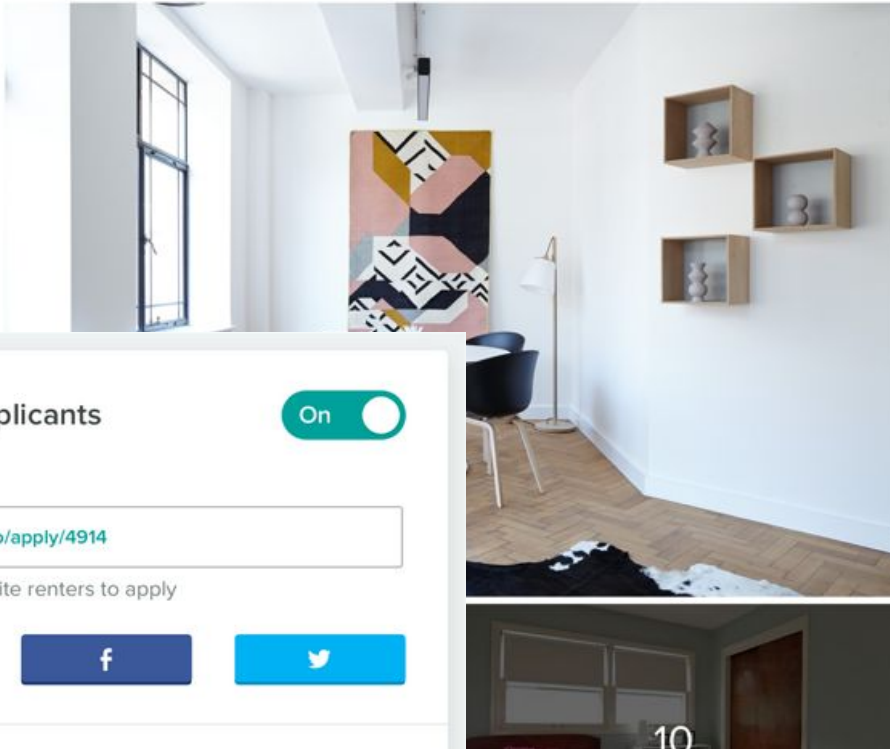
3 Beds | 1 full, 1 half Baths | 1,500 sq. ft.

Single Family Home • Pets Negotiable

\$1,200.00 /month

[Share Listing](#)

Mid-Century Charmer in the Heart of Up-and-Coming Montavilla



Contact the Property Manager

Call: (214) 494-0439

Apply Securely Through Cozy

Already have a Cozy Account? [Sign in](#)

FIRST NAME

LAST NAME

EMAIL ADDRESS

CREATE PASSWORD

[Show Password](#)

At least 7 characters, with one letter and 1 number

[Create Account and Continue](#)

By creating an account you agree to our [Terms of Use](#).

Accepting Applicants

On

Apply link

<https://home.cozy.co/apply/4914>

Share this link to invite renters to apply



Syndicate Listing

Off

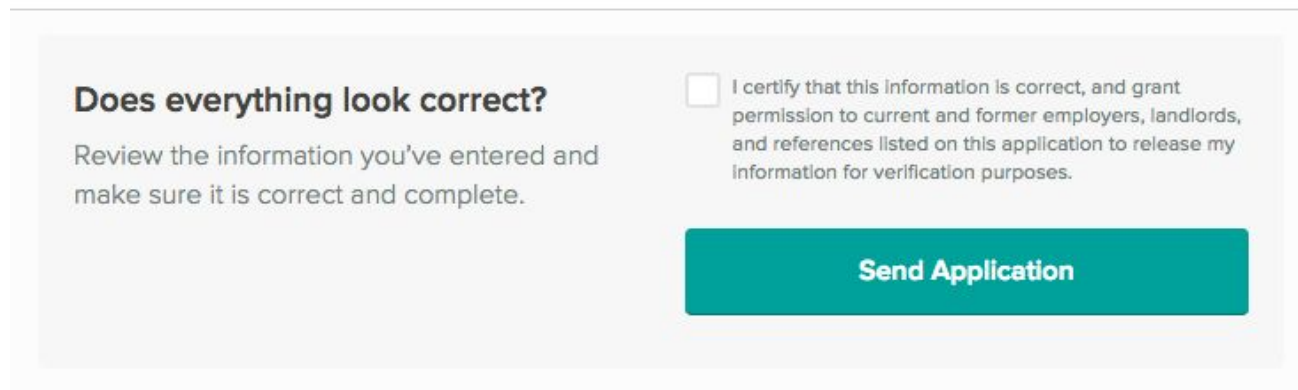
When activated, your listing will appear on Doorsteps.com and Realtor.com.

COLLECTING APPLICATIONS

- Applicants can apply directly from your listing
- Co-applicants can also apply when the main applicant adds them to the application
- Applicants fill out a Renter bio which includes:
 - Basic Information: contact details, personal information, and a short bio
 - Employment and Income: current and previous employers, plus any other income sources
 - Residence History: current and previous residences and landlord contact information
 - References: applicants include any additional references they have

- Additional information: applicants provide an emergency contact, list any pets they have, and answer a series of screening questions
- Review: applicants review their information, certify that it's correct, and grant permission for anyone listed on the application to release their information

Review and Submit



The screenshot shows a 'Review and Submit' form. On the left, there is a section titled 'Does everything look correct?' with the instruction 'Review the information you've entered and make sure it is correct and complete.' On the right, there is a checkbox followed by the text: 'I certify that this information is correct, and grant permission to current and former employers, landlords, and references listed on this application to release my information for verification purposes.' Below this text is a prominent teal button labeled 'Send Application'.

- The landlord receives an email with each new application

SCREENING REPORTS

- Applicants can purchase screening reports through Cozy if you require them -- this is **a cost to the applicant**, not to the landlord
 - Credit report (\$24.99)
 - Background check (\$24.99)
 - Both (\$39.99)
- Credit reports come from Experian and are pulled as soft inquiries, so they won't lower an applicant's credit score
- Background checks are done through a service called Checkr. Reports are generated by searching seven national and county databases, including criminal histories and a civil search

Screening tools

Require credit reports

All applicants will be prompted to submit a credit report with their application. Credit reports include a credit score, detailed payment history, and debt overviews.

Require background checks

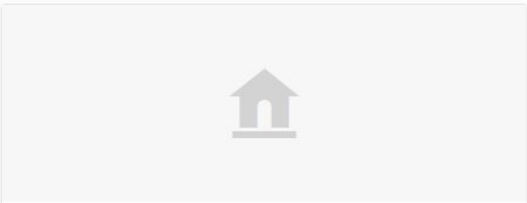
All applicants will be prompted to run a background check with their application. Each background check includes a search for eviction, and national and county criminal records.

Total application fee: **\$39.99**


CREATE A TENANT PORTAL

- Tenants do not have to pay online for you to use Cozy as a **FREE** tenant portal
- Setup your property in Cozy
 - Picture of the house
 - Address
 - Cozy can handle apartment buildings with multiple units
- Setup your tenant and lease
 - Tenant's name and email
 - Lease info - start date, end date (or MTM)
 - Rent amount, security deposit amount, other deposits
 - Option to charge automatic late fees
 - Option to require renter's insurance
 - Add a copy of the lease document to the file
 - The service emails the tenant to get signed up


Create a New Property Cancel



[Upload a Cover Image](#)
Max file size is 30MB per image. JPG, PNG, or GIF formats only.



Single Unit



Multiple Units

PROPERTY TYPE
Select...

STREET ADDRESS

ADDRESS 2

CITY

STATE
Choose

ZIP

Create Property

NEW RENT COLLECTION FOR 524 E Burnside St

Lease Info

START DATE

Month-to-month: There's no set end date, but you can stop collecting payments at any time

Fixed Term: Rent collection will end after a specific date

END DATE

Previous
Continue

Monthly Rent

This payment will repeat every month until your lease ends.

Monthly due day

Monthly rent amount

Recurring rent starts on

Collect a pro-rated rent payment

Automatic Late Fees On

A late fee will be added if payments for the unpaid balance haven't started sending by the day you specify. We'll let your tenants know, and they'll need to schedule a new payment to cover the fee.

Late fee amount

Add a fee

ONLINE RENT PAYMENTS

- Tenants can set up their account for auto-payment or manually initiate payments
- The tenant needs a bank account for ACH payments
- There is **NO COST** to the landlord or tenant for ACH payments
 - ACH payments generally take 5 business days to process
 - Express Payouts (\$3.99) reduces it to 3 business days
- The tenant does NOT see your bank account information, and you do NOT see theirs
- Tenants can choose to pay via Debit/Credit Card
 - There is a 2.75% transaction fee charged to the tenant
- Tenants can optionally choose to use Rent Reporting to have Cozy report their payments to the Experian RentBureau

ONLINE RENT PAYMENTS

- Charges can be added manually by the landlord for any type of bill, including late fees, water/utility bills, city charges, or charges for tenant damage
 - Tenants receive an email with notice of the bill
- Credits can be added manually by the landlord for any reason (seasonal gift, credit late fee, etc.)
 - Refunds must be done outside of Cozy
- Tenants can mix and match between paying online and paying offline (via cash, money order, etc.)
- The landlord receives a daily email with all tenant payments
- Tenants receive a reminder email 5 days before the rent is due and when their payment is processing


MAINTENANCE REQUESTS


- Tenants can submit maintenance requests through Cozy
- Requests include a subject line, text, and the tenant can optionally attach a picture or video
- The landlord receives an email of the request
- The tenant and/or landlord can add comments to the maintenance request (e.g. “plumber will be there at 3:00pm”) and the other party is notified via email
 - Landlords can optionally add Private Comments
- Landlords can click “Share Request” which shares an email link to a contractor (they do not need a Cozy account)
- Landlords can click “Add Expense” to track a vendor’s invoice or other expenses related to the repair
- Either the tenant or the landlord can mark the request “Closed”


EXPENSE TRACKING

- Expense tracking is helpful for landlords who do not do their own bookkeeping
- Record the expenses immediately, versus trying to track down expenses weeks or months later
- The landlord can attach an image or PDF of the receipt or invoice
- Receipts can be split among multiple properties


VENDOR NAME
Alexis' Hardware

DATE OF PAYMENT
09/18/2017 

RECEIPT
 [Add Receipt](#)
Max file size is 6MB per file. JPEG, PNG, GIF or PDF formats.

PROPERTY
2050 Division Street 

AMOUNT
\$ 150

CATEGORY
Supplies 

DESCRIPTION OPTIONAL
Paint and tools

Split this receipt across multiple properties or categories
[Add line item](#)

[Save](#)

LANDLORD EDUCATION

- Cozy has a site called Landlordology which provides the following information:
 - Information on state laws and regulations
 - Services directory
 - List of rental housing associations and investment groups
 - Landlord guide e-books (free PDFs or \$9.99 paperback)
 - Webinars and online video tutorials
 - Q&A Podcasts

Sign up for Cozy here:

<http://www.aasew.org/landlord-links/>

Click on the Cozy icon

