



Our Real Estate/Property Management Accounting Services can quickly and cost effectively manage and scale your operations without over-heads. The new-age solution to help businesses grow smartly and profitably.

**Get Real \$\$\$ savings every month**

**[OutsourcingHubIndia.com](http://OutsourcingHubIndia.com)**  
**Real Estate Accounting Outsourcing Specialist**





## OUTSOURCING - THE CONCEPT

Outsourcing is a business reality for large companies in USA across different functions like finance, customer care, marketing, IT and human resources. Increasingly, small and mid-size businesses are exploring outsourcing to avail of its multiple benefits. Accounting outsourcing is helping many businesses reduce costs and be competitive in the market.

Real Estate and Property Management sector is one of the leading sectors to adopt outsourcing extensively to scale-up with limited overheads, to cut costs and to improve processes. The transaction intensive nature of this industry makes it suitable for resource efficient scaling up and for cost reductions through outsourcing and technology. An independent survey estimated that Software and Services outsourcing market is expected to grow to over 16-17% to reach USD 62 billion by 2017 with finance and accounting outsourcing being the second largest area for outsourcing.

## WHY OUTSOURCE YOUR ACCOUNTING

Accounting Outsourcing can offer multiple benefits to Real Estate and Property Management firms such as:

- ❑ **Generate cost savings between 30-50% on you're accounting costs** realize savings ranging from USD 1 00-1800 per month per junior accountant in staffing costs alone
- ❑ **Grow without overheads** expand without worrying about staffing and training costs
- ❑ **Staff with at-least six years** of real estate accounting experience
- ❑ **Flexibility in your staffing levels** hire us only when you need us
- ❑ **Fast monthly close-** monthly financials latest by 10th of every month
- ❑ **Access to industry standard accounting practices** through our knowledge base across multiple clients

## COST SAVINGS COMPARISON - ACCOUNTING PROCESS

*All figures in USD*

Bookkeeper/Jr. Accountant	US Employee	Offshore Cost
Annual Salary	34000	16800
Payroll Taxes (8%)	2720	
Overhead Costs (10%)	3400	
Total Cost	40120	16800
Staff Accountant/Sr. Accountant	US Employee	Offshore Cost
Annual Salary	52000	25000
Payroll Taxes (8%)	4160	
Overhead Costs (10%)	5200	
Total Cost	61360	25000

Outsourcing generates 30-50% reduction in your current staffing and processing costs



## ACCOUNTING SERVICES

- ☐ **Tenant Accounting** – Lease setup, move-ins, move-outs
- ☐ **Accounts Payable** – Entry of POs, 2 way/3 way matching of POs with invoices , invoice entries, utilities payments and disbursements processing
- ☐ **Accounts Receivable** – Monthly rent run, Processing rent receipts and Collections
- ☐ **General & Month End Accounting Activities** – Bank, Credit card reconciliations, Month end accruals
- ☐ **Management Reporting** – Monthly operating reports, Variance analysis, Financial and Operations dashboards
- ☐ **Real Estate Tax, Insurance, Mortgage Escrow Reconciliations**
- ☐ **Replacement reserve related** – Tracking RR escrow funding, RR escrow reconciliations, and RR reimbursement requests
- ☐ **Budgeting Support & Analysis Services** – Prepare budgets, Financial analysis and Cash flow forecasting
- ☐ **Investor Support Activities** – Investor reports and dashboards
- ☐ **Year-End Accounting Activities** – Year-end finalization, Audit support, Fixed asset schedules, CAM reconciliations
- ☐ **Software Upgrade / Changeover Services** – Set-up chart of accounts and Handle accounting migration
- ☐ **Rent Roll Analysis** – Comprehensive rent roll analysis of a property for buyers covering financial analysis, tenant analysis, location review among others

Please refer [Real Estate and Property Management Firms](#) for a detailed description of our services.

Monthly accounting for  
more than

**80,000**  
units

**50+** commercial  
and residential real  
estate clients

High expertise in  
**Yardi, AppFolio,  
OneSite and  
QuickBooks**

Staff with at-least **6**  
years of real estate  
accounting experience





## BACK OFFICE SERVICES

- ☐ **Marketing Support** – Creation of marketing collateral such as flyers, banners and brochures
- ☐ **Craigslist Postings** for new/vacant units including pictures, responding to queries and passing on genuine prospects to the client
- ☐ **Maintenance Support** – Answering calls and responding to emails from tenants regarding maintenance activities
- ☐ **Administration Support** – Welcome letters to new tenants and owners, manage documents related to tenants, insurance policies, insurance claim paperwork and conduct exit interviews
- ☐ **Tenant Screening Service** – Applicant interviews and referral checks over phone, credit report, criminal searches, eviction history and sex offender registry search
- ☐ **Human Resource (HR)** – Provide recruiting and talent acquisition services, payroll processing
- ☐ **Archicad BIM services** – Drafting, modeling and rendering services

## SOFTWARE EXPERTISE

Software	Expertise Level	Software	Expertise Level
Yardi-Voyager, Genesis	High	Timberline Property Management	High
MRI (by Intuit Real Estate Solutions)	High	Spectra Property Management	High
QuickBooks and Quicken	High	Avid Payable	High
Microsoft Excel (In VLookUp, Pivot)	High	RealPage – OneSite	High
QuickBase	Medium	The Property Manager	High
Propertyware	Medium	Appfolio	High

# INDICATIVE CLIENT LIST



1. A midsized real estate property management firm based out of Gardena, CA. They manage properties throughout southern California, Orange County, and Inland Empire.



2. A vertically integrated, full service real estate company based out of Bellevue, WA. They specialize in commercial properties.



3. A well-known real estate firm based in Tampa (FL). They specialize in commercial real estate investment and property management services



4. A full service management company based out of Denver (CO) with extensive experience in both single and multifamily residential rental properties



5. A full service real estate firm, offering property management, brokerage, construction, and development services. The company is based in Miami (FL)

6. A well known property management firm in Tampa (FL). They manage a wide variety of commercial real estate assets and provide property management services to 3rd party commercial real estate owners.

7. A rapidly growing multi-family real estate firm based out of Tacoma, Washington. They specialize in single and multifamily residential rental properties

8. A small property management firm based out of New York managing multifamily residential rental properties

9. A privately owned company based in Austin, Texas specializing in the start, acquisition and operation of real estate and operating companies

## CFO of a real estate firm (Tampa, FL)

“You both (team members) are doing a great job and I really appreciate the extra help in getting these budgets started. We already have (property name) and (property name) final approved by (President) so we are well on our way to getting the budgets done earlier this year.”

## Head of a mid-sized property management firm (Denver, CO)

“I have used PB Tech since last year. I am a real estate developer and I was doing condo conversions until this year. Our business is going through some restructuring but I am very happy with the work done by PB Tech. I wish I would have started working with them 5 years ago before we started growing as I would have been better able to implement our accounting processes and procedures. I recommend them as they are a cost effective way of getting the bookkeeping/accounting work done.”

## Head of a real-estate property management firm (Kentucky USA)

“The quality of your work is quite good”

## President of a midsized real estate firm (Gardena, CA)

“Just to let you know great piece of work”





## ABOUT OUTSOURCINGHUBINDIA (OHI)

We are a specialized finance and accounting outsourcing service provider with a focus on real estate and property management firms. We work with companies across the real estate value chain right from real estate agents to property management firms to real estate developers to fully integrated real estate companies. Since 2006, we have worked with more than **50 real estate businesses and more than 200 other businesses** based in United States.

❑ Strong delivery team of accounting professionals comprising of qualified accountants, CPAs and MBAs. Most of our operational team has at-least six years of real estate accounting experience

❑ Spacious office set-up (2000 square feet) with modern facilities to ensure optimum productivity

❑ Diverse client base spread across US, UK and Canada.

❑ Scalable operations to meet any requirements either through in-house expansion or through our links with other service providers

❑ Have doubled our team size since last two years

### INFRASTRUCTURE

Our service delivery is backed by robust and sound infrastructure with an emphasis on building systemic redundancies (back-ups) to ensure smooth and consistent delivery of services. Some of the key highlights are:

- ❑ Spacious 2500 Square Feet office set-up with modern facilities to ensure optimum productivity
- ❑ Uninterrupted power supply (with online battery back-up)
- ❑ Dedicated US based server located in an Ohio based datacenter with automated data back-up
- ❑ Dual monitor computers with latest technology configuration and 2 MBPS leased line and a high-speed backup internet connection
- ❑ Multiple US specific telecommunication facilities – VOIP US fax no., US phone no. (with Voice mail)



## CONTACT DETAILS

**US Office**  
244 Fifth Avenue  
Suite D34  
New York, N.Y. 10001-USA

**Indian Office**  
198/30, 2nd Floor  
East Of Kailash  
New Delhi 110065-India

**US Phone Number:** 1-646-367-8976

**Indian Phone Number:** 91-11-26475715

**Email:** [sales@outsourcinghubindia.com](mailto:sales@outsourcinghubindia.com)

**Website:** [www.outsourcinghubindia.com](http://www.outsourcinghubindia.com)

