

## Real Estate Fixed-Price Monthly Bookkeeping and Accounting Services

Based on Meeting with APEX Bookkeeping

Pricing Valid for 30 days

Our specialized bookkeeping packages are designed for real estate investors, property managers, and developers. All packages include professional bookkeeping using QuickBooks (QBO), property-level financial tracking, and transparent reporting.



	Investor Lite Package	Portfolio Builder Package	Portfolio Pro Package
<b>Monthly Price</b>	\$399.00	\$759.00	\$1,299.00
Including QBO Account	\$489.00	\$849.00	\$1,379.00

Required Initial One-time Quickbooks Entity Setup Fee for All Packages \$600 - \$1200

### 1 Investor Lite Package

Starting at \$399/month — Ideal for individual real estate investors managing 1–5 properties.

#### Includes

- Up to 150 transactions per month
- Property-level income and expense tracking in QuickBooks
- Bank and credit card reconciliations (up to 3 accounts)
- Categorization of rent income, mortgage payments, insurance, and utilities
- Monthly Profit & Loss and Balance Sheet reports
- Support via email (2–3 business days response)

#### Add-ons:

- Available below

#### Cancellation Policy

Cancellation requires 90 days notice

### 2 Portfolio Builder Package

Starting at \$759/month — For investors or small firms managing 6–10 properties and/or multiple entities.

#### Includes:

- Up to 500 transactions per month
- Multi-entity and multi-property tracking
- Bank, loan, and credit card reconciliations (up to 6 accounts)
- Accounts payable and receivable management
- Capital expenditure (CapEx) and repair categorization
- Monthly and quarterly financial statements with property-level detail
- Coordination with property management systems (AppFolio, Buildium, etc.)
- Payroll categorization (for maintenance staff or contractors)
- Annual 1099 preparation
- Priority email support (1–2 business days)

#### Add-ons:

- Available below

#### Cancellation Policy

Cancellation requires 30 day notice.

### 3 Portfolio Pro Package

Starting at \$1,299/month — For established investors, real estate funds, or property management companies managing 11+ properties or multiple LLCs.

**Includes:**

- Everything in the Portfolio Builder Package
- Unlimited transactions
- Full-service reconciliation for all accounts
- Comprehensive financial reporting (monthly + year-end package)
- Budgeting and Cash Flow Forecasting support
- Payroll review and compliance oversight
- Dedicated account manager
- Priority support (same-day response)
- Quarterly business performance meeting
- Monthly rent roll and vacancy reporting

**Add-ons:**

- Add-ons with asterisk (\*) included in package and available upon request

**Guarantee & Cancellation Policy**

Cancellation can be done at any time with 5 days notice

### 4 One-Time & A La Carte Services

For project-based or one-time support.

- **Tax Preparation and Filing starts at: \$1500 (Detailed review by CPA required for accurate quote)**
- QuickBooks setup or cleanup for real estate: \$600–\$1500 (one-time) - Varies by complexity and transaction volume of business

Includes (but not limited to):

- Creation of Chart of Accounts
- Establishing multiple Entities, Properties, and Multi-Family Units
- Company Settings
- Software Integrations (Cost of all additional Apps and integration are Clients)
- Connecting Financial Accounts
- Historical bookkeeping catch-up: Starting at \$2500 previous 12 Months
- \* • Real estate chart of accounts customization: \$200
- \* • Annual 1099 preparation: +\$100
- \* • Monthly rent roll and vacancy reporting: +\$75/month
- \* • Budgeting and cash flow forecasting: +\$100/per request
- \* • Cash flow forecasting or analysis: \$100/hour
- \* • Custom reporting or consulting: \$100/hour

### 5 Payment Terms

- Invoices are due upon receipt — services pause automatically for unpaid invoices.
- Payments accepted via ACH, bank transfer, or credit card.
- All packages are billed monthly in advance.

- Non-Payment of monthly package will result in immediate cancelation of Quickbooks Online Subscription and bookkeeping services.
- Prices above are for client sponsored Quickbooks online account and Bookkeeper Sponsored Quickbooks online accounts. Bookkeeper sponsored accounts will be paid by the bookkeeper.

#### **6 Real Estate Investor Guarantee**

At Apex Bookkeeping and Accounting, we guarantee complete accuracy and clarity in your real estate financials. Every property, transaction, and expense is recorded correctly and reconciled on time — or we'll fix it at no cost. You'll always have reliable books that reflect your true portfolio performance.