

**Welcome Home**  
Real Estate & Property Management  
Office (775) 200-1331 ~ [www.welcomehm.com](http://www.welcomehm.com)

Date: \_\_\_\_\_

Owners Name(s): \_\_\_\_\_

Owners Mailing Address: \_\_\_\_\_

Owners Rental Property Address(s): \_\_\_\_\_

Electronic OPT IN \_\_\_\_\_

Send Hardcopy \_\_\_\_\_

Owner's Signature (only one required) \_\_\_\_\_

Last year we notified all owners that mailed hard copy year-end statements would be billed as a year-end administration and postage fee of \$50.00 per mailing. If you'd like to avoid this fee and receive your year-end financial statements and 1099-misc electronically, please read the following.

Per IRS regulations, in order to send your 1099 electronically, we need you to OPT IN. Please read the following and reply to this email with your response.

1. If you do not consent to receive the 1099 electronically, a paper copy will be mailed, and you'll be billed \$50.00 per mailing.
2. Your consent will apply to every year the 1099 is furnished.
3. If you wish to receive a paper copy after giving consent to receive it electronically you will need to email [ap@welcomehm.com](mailto:ap@welcomehm.com).
4. Your consent may be withdrawn at any time by furnishing the withdrawal in writing (electronically or on paper) to Welcome Home Property Management & Investments, Inc dba Welcome Home. Confirmation of the withdrawal also will be in writing.
5. If management has terminated before January 31 of current year or anytime during the previous year, electronic consent is also terminated and the 1099 will be furnished on paper and mailed to the address on file. A bill for the year-end billing will be posted to the terminated account at termination.
6. Please email [ap@welcomehm.com](mailto:ap@welcomehm.com) with any update to your contact information or update your contact info on your owner portal.
7. In order to obtain your electronic copy of your 1099 you will need to log in to your online portal.  
[https://welcomehomepropmgmt.appfolio.com/oportal/users/log\\_in](https://welcomehomepropmgmt.appfolio.com/oportal/users/log_in)
8. PLEASE COMPLETE THE TOP OF THIS FORM TO RECEIVE YOUR 1099 ELECTRONICALLY. If we do not hear from you, you will receive a paper copy by regular USPS

Please consult an accountant, legal, and/or tax professional to make sure you are complying with all IRS rules and regulations.  
The information in this email does not constitute accounting, tax or legal advice.