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# Owner Contributions

If your Property Reserve ever falls below \$250.00, we will send you an Owner Contribution Request in order to restore your balance. This request comes via your Owner portal and you will receive an email asking you to login and submit funds.

Guide To Property Management - Owner Contribution (Send Funds)

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# Example of Email Notification

The image shows a screenshot of an email notification with several annotations. The email text includes: "You can update the request online.", "A new request was created. We will send you updates as it is updated.", "New", "created by Sarah Mason at 11/17/2020 10:40 AM", "Hello,", "Please make an owner contribution for the attached invoice, so that we can make a payment to our vendor.", "Thank you, Sarah Mason", "Sample Invoice.pdf (385 K)", and "Update the request". Annotations include arrows pointing from external text to these elements: "Click these links to open up the task in your Buildium Portal" points to the first link; "Click here to open the invoice" points to the PDF attachment; and another arrow points from the "Update the request" link back to the "Click these links..." text.

You can [update the request online.](#)

A new request was created. We will send you updates as it is updated.

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**New**  
created by Sarah Mason at 11/17/2020 10:40 AM

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Hello,

Please make an owner contribution for the attached invoice, so that we can make a payment to our vendor.

Thank you,  
Sarah Mason

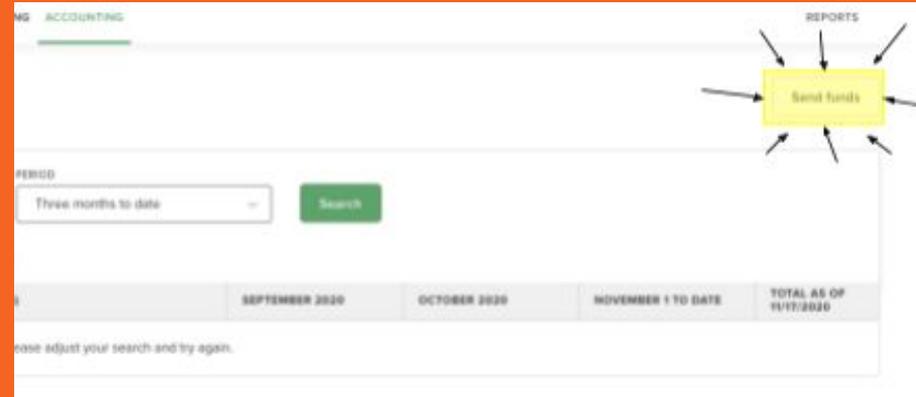
[Sample Invoice.pdf \(385 K\)](#)

[Update the request](#)

Click these links to open up the task in your Buildium Portal

Click here to open the invoice

- **Pay directly through portal**



- **Select Property**
- **Payment Info**
- **Review**
- **Confirm**

**Note: Payments can be made electronically by EFT/eCheck in the United States, but only by EFT/eCheck in Canada.**

## Send Funds

1. Payment info 2. Review payment 3. Confirmation

Select a property...

PAY THIS AMOUNT: \$0.00 ON THIS DATE: 11/17/2020

PAY WITH: eCheck

ACCOUNT OWNER NAME: First Last

ACCOUNT TYPE: Checking

ROUTING NUMBER: 9-digit number ACCOUNT NUMBER:

MEMO: 46

Review Cancel