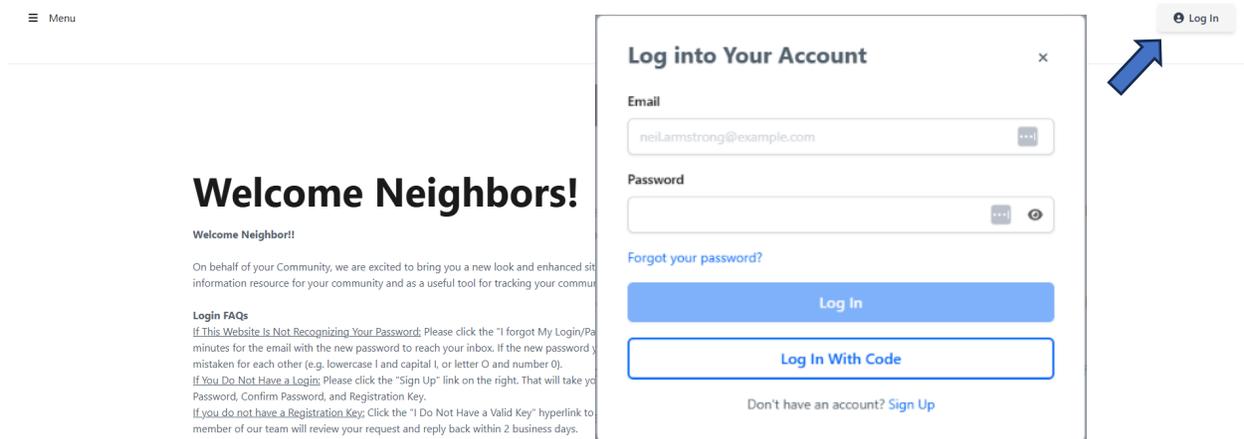


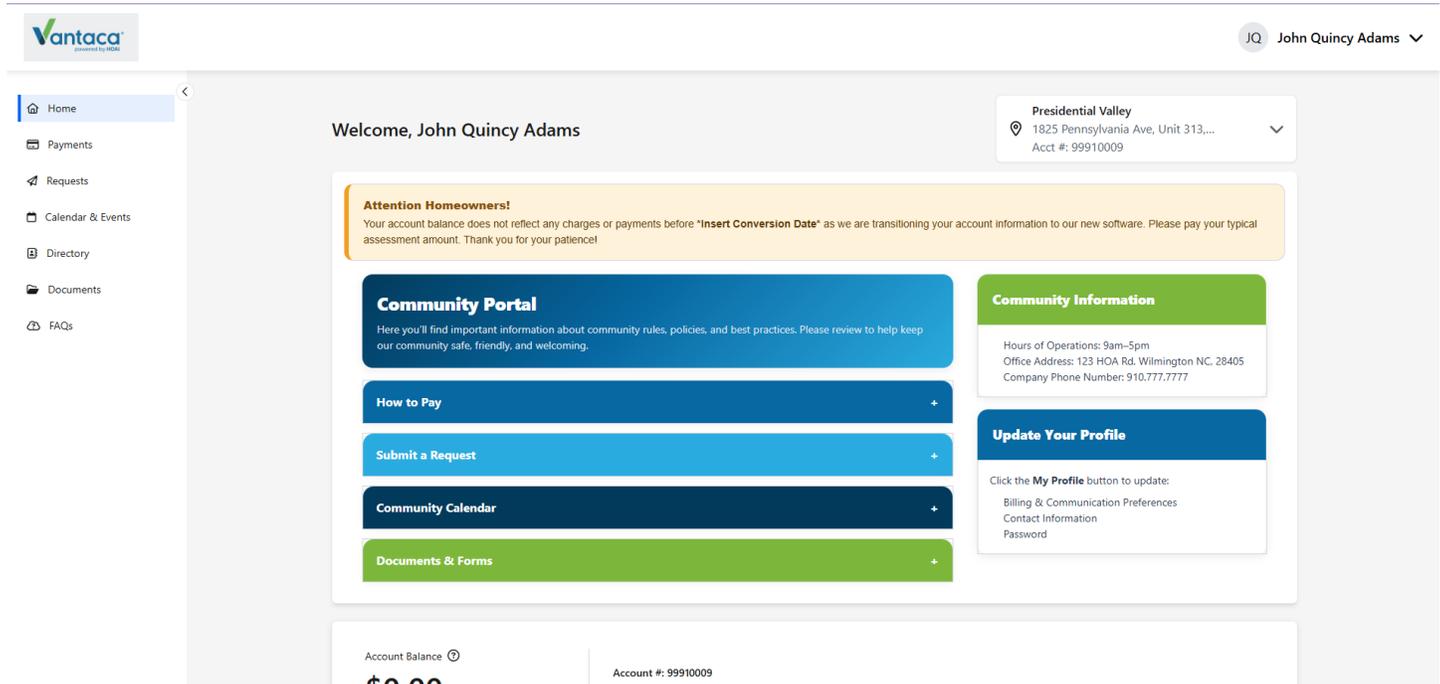
HOMEOWNER PORTAL INFORMATION

Open your internet browser and go to **home.basicproperty.com**

At the top of your screen, click **Log In**. A window will open up for you to enter the Email and Password sent with this correspondence, and then click **Log In**. Or click **Log In With Code** and just enter in your email address to receive a one-time code for logging in.



You will be logged into the “Dashboard” which gives you an overview of your upcoming Assessments.



Payments: This menu takes you to payment options and shows you your payment history

Requests: This menu will show you the status of any inquiries or requests you have made to the Management Company, as well as communication sent from the Management Company.

My Profile: This menu will allow you to change your password, verify your contact information as well as indicate how you would like our office to communicate with you (i.e. via electronic means or paper).