

HOW TO USE YOUR APPFOLIO OWNER PORTAL

Secure access to important property and financial information shared by Stone Gate Property Group.



1

View Owner Statements

Open the Statements or Reports section to review your latest owner statements and financial reports. Documents are usually organized by date, with the most recent first.



2

Download Reports

Select the statement or report you want to review, then click Download to save a copy to your computer or mobile device.



3

Access Shared Documents

Go to the Documents section to view files shared by Stone Gate, such as inspection reports, property documents, tax forms and 1099s, and other important records. Click a document to view it or select Download to save it.



4

Review Property Information

If you have multiple properties, select the appropriate property or owner account to view its reports, documents, and activity.



5

Make an Owner Contribution

If enabled, open the Transactions or Contributions section. Choose the property, enter the amount, select your payment method, and review the information before submitting.



6

Update Your Bank Information

Click your name or email in the top-right corner and select Settings. If enabled, you may update your bank account details and save the changes. Stone Gate will be notified when your information is updated.



Helpful Areas

- Statements / Reports
- Documents
- Property Information
- Transactions / Contributions
- Settings



Need Help?

If a document, report, or feature is unavailable, contact Stone Gate Property Group for assistance. Some portal features depend on what has been enabled or shared with your account.

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