INSPIRED BY THE PRINCIPLES IN

I SELL INCOME™

INVESTOR TOOLKIT™

PLANNING TOOLS, TEMPLATES & CHECKLISTS

DESIGNED TO HELP YOU
EVALUATE OPPORTUNITIES
WITH CONFIDENCE.

FIND BETTER DEALS

RUN THE NUMBERS WITH CONFIDENCE

AVOID COSTLY MISTAKES

BUILD WEALTH THROUGH REAL ESTATE

CREATED BY

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Welcome

Thank you for downloading **The I Sell Income™ Investor Toolkit.**

These worksheets are designed to accompany *I Sell Income*™, but they can also be used independently as you evaluate properties and build your investment strategy.

The goal isn't to complete every worksheet.

The goal is to ask better questions, make better decisions, and build investments that create long-term freedom.

Print them.

Use them.

Refine them.

Return to them often.

Your investing journey won't be defined by one perfect deal.

It will be shaped by hundreds of thoughtful decisions made over time.

Let's get started.

— Paige Kovari

THE I SELL INCOME™ INVESTOR'S TOOLKIT

"Knowledge is valuable. Action builds wealth. The following tools are designed to help you apply the principles from this book. Print them, write on them, revise them, and revisit them as your investing journey evolves."

TOOL 1- Community Comparison Worksheet

Every community comes with trade-offs. There is no universally "best" option—only the one that best aligns with your goals.

Consideration	**HOA Community**	**Condominium**	**Non-HOA**	**Municipality to Research**
Monthly Fees	_____	_____	None	N/A
Exterior Maintenance	Usually Owner	Often Included	Owner	N/A
Roof Responsibility	Owner	Association	Owner	N/A
Insurance	HO-3	HO-6 + Master Policy	HO-3	Flood Requirements
Rental Restrictions	Check Documents	Often More Restrictive	Usually Flexible	Short-Term Rental Rules
Pet Restrictions	Possible	Common	Usually None	Animal Ordinances
Parking Restrictions	Possible	Common	Usually Flexible	Street Parking Rules
Architectural Approval	Usually Required	Usually Required	None	Permit Requirements
Special Assessments	Rare	More Common	None	N/A
Reserve Studies	Usually No	Important	N/A	N/A
Litigation Risk	Low	Can Affect Financing	None	N/A
Financing Challenges	Minimal	Possible	Minimal	N/A
Budget Review	HOA Budget	Condo Budget	N/A	Local Tax Rates
Future Development	Neighborhood	Neighborhood	Neighborhood	Comprehensive Plan
Code Enforcement	HOA + Municipality	Condo + Municipality	Municipality	Research Open Cases

Advantages

HOA

✓ Neighborhood consistency

✓ Less exterior neglect

✓ Amenities

✓ Often attractive to owner occupants

Condominium

✓ Lower exterior maintenance

✓ Amenities

✓ Often lower purchase price

✓ May suit certain lifestyles

Non-HOA

✓ Greater flexibility

✓ Fewer restrictions

✓ Easier investment management

✓ Usually fewer approval requirements

Things to Research

HOA

☐ Financial Statements

☐ Budget

☐ Reserve Funding

☐ Rules & Regulations

☐ Rental Restrictions

☐ Pending Assessments

☐ Litigation

Condominium

☐ Milestone Inspection

☐ Structural Integrity Reserve Study (if applicable)

☐ Insurance

☐ Litigation

☐ Reserve Funding

☐ Assessment History

☐ Rental Restrictions

Municipality

☐ Short-Term Rental Rules

☐ Flood Zone

☐ Historic District

☐ Future Land Use

☐ Code Enforcement

☐ Permit History

☐ Utility Providers

☐ Crime Trends

☐ School District

☐ Future Development

Reflection

Which community best supports my goals?

Final Question

Am I buying the property... or am I buying the community that comes with it?

TOOL 2- Build Your Buy Box

Your Buy Box is your investment filter. The more specific you become, the easier it is to recognize a great opportunity when it appears.

Investment Goals

Primary Goal

☐ Cash Flow

☐ Appreciation

☐ Long-Term Wealth

☐ Flip

☐ Short-Term Rental

☐ Other ____________________________

Target Monthly Cash Flow

Investment Time Horizon

☐ 1–3 Years

☐ 3–7 Years

☐ 7–15 Years

☐ Long Term

Property Criteria

Property Type

☐ Single Family

☐ Duplex

☐ Triplex

☐ Fourplex

☐ Multifamily

☐ Condo

☐ Townhome

☐ Vacant Land

Other ________________________

Preferred Price Range

Maximum Purchase Price ____________________

Minimum Bedrooms _______

Minimum Bathrooms _______

Minimum Square Feet _______

Minimum Lot Size _______

Preferred Year Built _______

Construction

☐ CBS

☐ Frame

☐ Either

Garage

☐ Required ☐ Preferred ☐ Not Important

Parking Requirements

Location

Preferred Cities

Preferred Neighborhoods

Maximum Commute

________ Minutes

Flood Zone Acceptable?

☐ Yes ☐ No

HOA Acceptable?

☐ Yes ☐ No ☐ Depends

Financial Criteria

Minimum Monthly Cash Flow

Minimum Cap Rate

Maximum Renovation Budget

Preferred Exit Strategy

☐ Hold

☐ Short-Term Rental

☐ Flip

☐ Sel

☐ BRRRR

Deal Breakers

Notes

Final Question

Does this property fit my Buy Box?

☐ YES

☐ NO

If not…

Walk away.

TOOL 3- Reverse Engineering Your Investment

Don't ask, "Can I afford this property?" Ask, "At what purchase price does this investment achieve my goals?"

Income

Monthly Rent

Other Income

Total Monthly Income

Monthly Expenses

Mortgage

Taxes

Insurance

HOA

Maintenance Reserve

Vacancy Reserve

Capital Improvement Reserve

Property Management

Utilities

Other

Total Monthly Expenses

Financing

Purchase Price

Down Payment

Loan Amount

Interest Rate

________ %

Loan Term

________ Years

Monthly Cash Flow

Gross Income

Minus Expenses

Net Cash Flow

Exit Strategy

Primary Exit

Backup Exit

Notes

Final Question

Does this investment still work if things don't go perfectly?

☐ YES

☐ NO

TOOL 4- Investment Property Due Diligence Checklist

Never rely on memory. Verify everything.

Property Information

Property Address

Purchase Price

Contract Date

Closing Date

Physical Property

☐ Roof

☐ HVAC

☐ Plumbing

☐ Electrical

☐ Foundation

☐ Windows

☐ Appliances

☐ Water Heater

☐ Mold (if applicable)

☐ Pest Inspection

☐ Survey Reviewed

Legal & Municipal

****Call the City/County to see what you can and cannot do****

☐ Easements Reviewed

☐ Liens Checked

☐ Zoning Confirmed

☐ Historic District Verified

☐ Municipality Restrictions Reviewed

☐ Permits Verified

☐ Open Code Violations

Financial

☐ Insurance Quote

☐ Flood Insurance

☐ Taxes After Purchase Estimated

☐ HOA Fees Verified

☐ Rental Restrictions Confirmed

☐ Estoppel Reviewed

☐ Utility Costs Estimated

☐ Title Commitment

Neighborhood

☐ Comparable Sales

☐ Comparable Rentals

☐ Crime Review

☐ Future Development

☐ School District

☐ Rental Demand

☐ Vacancy Rates

Exit Strategy

Primary Exit

Backup Exit

Worst Case Scenario

Before Closing

☐ Utilities Scheduled

☐ Insurance Bound

☐ Final Walkthrough

☐ Closing Funds Ready

☐ Keys Received

☐ Garage Openers

☐ Mailbox Keys

☐ Warranties Collected

☐ Appliance Manuals

☐ Contractor Information

☐ Digital Property File Created

Notes

One Last Question

What is one more question I should ask before closing?

Tool 5- Calculate Your Comfort Number

"Lenders determine what you qualify for. Only you can determine what lets you sleep at night."

Your Comfort Number is the amount of **accessible liquidity** you want available **after** purchasing an investment property. It is **not** your property reserve account. It is **your personal financial guardrail.**

Step 1 – Personal Living Expenses

Monthly Household Expenses

$ ______________________

Multiply by ________ Months

= $ ______________________

Step 2 – Personal Emergency Fund

Emergency Savings

$ ______________________

Step 3 – Investment Liquidity

Cash Available After Closing

$ ______________________

Step 4 – Property Reserves

(Separate from your Comfort Number)

Reserve Accounts

$ ______________________

Step 5 – Taxes

Estimated Taxes Owed

$ ______________________

Taxes Already Reserved

$ ______________________

My Comfort Number

After reviewing my finances, I want to maintain at least:

$ ______________________

of accessible liquidity after purchasing an investment.

Reflection

Would purchasing this property reduce my available liquidity below my Comfort Number?

☐ Yes

☐ No

If yes...

Should I still move forward?

Final Question

Am I buying this property with confidence—or convincing myself it will probably work out?

Tool 6– Annual Portfolio Review

"The best investors don't simply buy properties. They regularly evaluate them."

Complete this review once each year for every investment property you own.

Property Information

Property

Review Date

Current Estimated Value

Mortgage Balance

Estimated Equity

Performance Review

Current Monthly Rent

Monthly Cash Flow

Occupancy

☐ Excellent

☐ Fair

☐ Good

☐ Poor

Financial Review

☐ Reserve Account Healthy

☐ Taxes Reviewed

☐ Insurance Reviewed

☐ Rental Rate Reviewed

☐ Property Taxes Appealed (if appropriate)

☐ Maintenance Budget Updated

☐ Capital Improvement Budget Updated

Property Condition

Roof

☐ Excellent

☐ Good

☐ Fair

☐ Poor

Exterior

☐ Excellent

☐ Good

☐ Fair

☐ Poor

HVAC

☐ Excellent

☐ Good

☐ Fair

☐ Poor

Interior

☐ Excellent

☐ Good

☐ Fair

☐ Poor

Strategic Review Should I...

☐ Hold

☐ Sell

☐ Refinance

☐ Raise Rent

☐ Renovate

☐ 1031 Exchange

☐ Improve Cash Flow

Other

Notes

Final Question

If I didn't already own this property, would I buy it today?

☐ Yes

☐ No

Tool 7 – Build Your Investment Team

"Good investing isn't a solo sport. Build a team before you need one."

Real Estate Agent

Name

Phone

Email

Lender

Name

Phone

Email

CPA / Tax Advisor

Name

Phone

Email

Real Estate Attorney

Name

Phone

Email

Insurance Advisor

Name

Phone

Email

Contractor

Name

Phone

Specialty

Property Manager

Name

Phone

Email

Inspector

Name

Phone

Email

Handyman

Name

Phone

Additional Trusted Professionals

Reflection

Who on my team am I missing?

Final Question

If a major problem happened tomorrow, would I already know who to call?

☐ Yes ☐ No

Tool 8 – Partnership Purchase Planner

Protect the Investment. Protect the Relationship.

A great partnership isn't built on trust alone. It's built on trust, communication, and a clear written agreement. Before purchasing real estate with a partner, work through the following checklist together. The difficult conversations are almost always easier before closing than after.

Partnership Information

Property Address

Partner(s)

Date Completed

---

1. Legal Structure

☐ Form an LLC or other appropriate ownership entity

☐ Hire a qualified real estate attorney

☐ Draft a comprehensive Operating Agreement

☐ Verify ownership percentages

☐ Designate the Managing Member

☐ Confirm ownership responsibilities

☐ Review liability protection

☐ Store signed documents securely

2. Financial Contributions

☐ Initial capital contribution from each partner

☐ Down payment percentages

☐ Closing cost contributions

☐ Operating reserve established

☐ Minimum reserve balance agreed upon

☐ Capital call procedures established

☐ Banking account established

☐ Accounting method selected

3. Decision-Making

☐ Day-to-day management responsibilities

☐ Dollar amount requiring joint approval

☐ Emergency repair authority

☐ Vendor approval process

☐ Contract signing authority

☐ Annual partnership meeting scheduled

☐ Financial reporting schedule established

4. Income & Taxes

☐ Rental income distribution schedule

☐ Reserve funding policy

☐ CPA selected

☐ Tax reporting responsibilities assigned

☐ Depreciation allocation reviewed

☐ Year-end financial review scheduled

5. Exit Strategy

☐ Right of first refusal

☐ Buyout valuation method

☐ Timeline for buyout

☐ Property sale procedures

☐ Dispute resolution process

☐ Mediation requirements

☐ Arbitration or litigation provisions

6. Life Events

How will ownership be handled if one partner experiences:

☐ Death

☐ Disability

☐ Divorce

☐ Bankruptcy

☐ Incapacity

☐ Retirement

☐ Estate transfer

☐ Successor ownership

7. Property Operations

☐ Property manager selected

☐ Insurance agent selected

☐ CPA selected

☐ Attorney selected

☐ Contractor list established

☐ Emergency contact list created

☐ Maintenance approval process documented

The Partnership Character Test

Before buying together, ask yourself:

Can this person...

☐ Stay calm under pressure?

☐ Communicate respectfully?

☐ Make decisions based on facts instead of emotions?

☐ Afford unexpected capital calls?

☐ Think long term?

☐ Admit when they're wrong?

☐ Respect written agreements?

☐ Handle conflict professionally?

☐ Put the investment before their ego?

☐ Treat me fairly when things don't go according to plan?

My Partnership Test

I don't look for the smartest partner.

I look for the partner who solves problems instead of creating them.

The Partnership Stress Test

If you're uncomfortable discussing these topics **before** closing...

- Money
- Death
- Divorce
- Disability
- Capital Calls
- Buyouts
- Selling

- Disagreements

...you're probably not ready to buy real estate together.

Final Reflection

Why is this partnership the right fit?

One Last Question

If this partnership lasts twenty years, will today's agreements still feel fair?

☐ Yes

☐ No

☐ Needs More Discussion

Tool 9 - Investment Scorecard

"A property doesn't have to be perfect. It has to be right for your goals."

Rate each category from **1 (Poor)** to **5 (Excellent).**

Property Information

Property Address

Purchase Price

Date Evaluated

Property Evaluation

Category	1	2	3	4	5
Location	☐	☐	☐	☐	☐
Cash Flow Potential	☐	☐	☐	☐	☐
Appreciation Potential	☐	☐	☐	☐	☐
Property Condition	☐	☐	☐	☐	☐
Renovation Risk	☐	☐	☐	☐	☐
Insurance Cost	☐	☐	☐	☐	☐
Rental Demand	☐	☐	☐	☐	☐
Financing	☐	☐	☐	☐	☐
Exit Strategy	☐	☐	☐	☐	☐
Overall Fit with My Buy Box	☐	☐	☐	☐	☐

Total Score________/50

Biggest Strength

Biggest Concern

Final Question

Would I still buy this property if the market slowed tomorrow?

☐ Yes ☐ No

Tool 10- Property Snapshot

"Every investment deserves its own file."

Complete one worksheet for every property you own.

Basic Information

Property Address

Purchase Date

Purchase Price

Current Estimated Value

Financing

Loan Amount

Loan Type

Interest Rate

Monthly Payment

Monthly Income

Rent

Other Income

Monthly Expenses

Taxes

Insurance

HOA

Maintenance Reserve

Vacancy Reserve

Property Management

Utilities

Estimated Monthly Cash Flow

Important Contacts

Property Manager

Insurance Agent

Contractor

Lender

Important Dates

Roof Installed

HVAC Installed

Water Heater

Insurance Renewal

Lease Renewal

Notes

Tool 11- Goals & Next Steps

"Small decisions made consistently over time change the trajectory of a life."

My Investing Vision

Why am I investing?

One-Year Goals

☐ Purchase my first investment

☐ Purchase another investment

☐ Increase monthly cash flow

☐ Improve existing properties

☐ Build larger reserves

☐ Learn more

Other

Five-Year Goals

Number of Properties

Monthly Passive Income

$ ____________________

Desired Net Worth

$ ____________________

Ten-Year Vision

What do I want my life to look like?

My Next Step

The one action I will take within the next seven days:

Target Completion Date

Final Reflection

What is one more question I should ask before taking my next step?

My Commitment

After reading *I Sell Income*, I commit to taking the next step toward building my financial future.

Signature

Date

INVESTOR FIELD GUIDE

Quick References You'll Return to Again and Again

Questions Worth Asking

"Throughout this book, you've heard me say one phrase over and over: ***Ask one more question.*** *These aren't the only questions worth asking, but they've saved me from expensive mistakes throughout my investing journey."*

Before You Buy

Ask Yourself

☐ Does this property fit my Buy Box?

☐ Does it support my long-term goals?

☐ Am I buying because it makes financial sense—or because I'm excited?

☐ What assumptions am I making?

☐ If appreciation stopped tomorrow, would I still buy it?

☐ What happens if rents decline?

☐ What happens if insurance increases?

☐ What happens if I have a major repair?

☐ Can I comfortably afford this investment?

☐ Will I remain above my Comfort Number after closing?

☐ Would I buy this property again today?

☐ **What's one more question I should ask?**

Ask the Seller

☐ Why are you selling?

☐ How long have you owned the property?

☐ Have there been any insurance claims?

☐ What renovations have been completed?

☐ Were permits obtained?

☐ Have there been any water intrusion issues?

☐ Has the roof ever leaked?

☐ Have there been any plumbing or sewer issues?

☐ Is anything currently not working properly?

☐ Is there anything you wish you had known before buying this property?

Ask the HOA or Condo Association

☐ Current monthly dues

☐ Pending special assessments

☐ Reserve funding

☐ Financial statements available

☐ Rental restrictions

☐ Pet restrictions

☐ Parking regulations

☐ Pending litigation

☐ Insurance deductible

☐ Planned capital improvements

Ask the Municipality

☐ Current zoning

☐ Future land use

☐ Code enforcement history

☐ Permit history

☐ Flood zone

☐ Historic district designation

☐ Short-term rental regulations

☐ Utility providers

☐ Planned road improvements

☐ Future developments nearby

Ask Your Insurance Agent

☐ Estimated replacement cost

☐ Wind mitigation credits

☐ Is flood insurance required?

☐ Roof age limitations

☐ Available discounts

☐ Hurricane deductible

☐ Recommended liability coverage

☐ **What improvements could reduce this premium?**

Ask Your Inspector

☐ What's your biggest concern?

☐ What requires immediate attention?

☐ What deferred maintenance concerns you most?

☐ Estimated remaining roof life

☐ HVAC condition

☐ Plumbing concerns

☐ Electrical concerns

☐ Moisture intrusion

☐ **If this were your house...what would you fix first?**

Remember

Good investors don't always have better answers.

They usually ask better questions.

THE I SELL INCOME™ PRINCIPLES

"If you remember nothing else from this book, I hope you'll remember these."

- Buy income—not excitement.
- Protect your downside first.
- Every property needs another exit.
- Let rentals buy rentals.
- Keep healthy reserves.
- Never confuse cash flow with spendable income.
- Buy today's numbers.
- Every property should strengthen your portfolio.
- Build your team before you need them.
- Think long term.
- Relationships build wealth.
- Stay curious.
- Don't rush good decisions.
- There will always be another deal.
- Liquidity creates opportunity.
- Confidence comes from preparation.
- Buy with purpose.
- Learn from every mistake.
- Build options.
- Ask one more question.

Using AI to Ask Better Questions

Artificial intelligence is one of the most valuable research tools available to today's investors—but it's only as useful as the information you provide.

AI can't inspect a property, recognize hidden defects, understand neighborhood dynamics, or replace local expertise. It should never replace your judgment or your professional team.

Think of AI as a research assistant—not your investment advisor.

Use it to gather information, challenge assumptions, and ask better questions.

Then verify the information before making decisions.

What AI Can Help You Research

- Population and job growth
- Median income and demographics
- New developments and infrastructure
- Building permits and construction activity
- Zoning and future land use
- Flood and environmental risks
- Rental demand and vacancy trends
- Landlord and tenant laws
- Short-term rental regulations
- Property tax trends
- Local economic drivers
- Market trends and neighborhood changes
- Questions for your investment team
- Potential risks and exit strategies

Better Questions Create Better Decisions

Instead of asking AI:

"Should I buy this property?"

Ask:

- What risks am I missing?
- Challenge my assumptions.
- Give me five reasons not to buy this property.
- What due diligence should I complete?
- What questions should I ask my inspector?
- What insurance concerns should I investigate?
- What zoning or permit issues should I verify?
- What future developments could affect this area?

- What long-term costs should I expect?
- What are my best exit strategies?
- What would an experienced investor want to know before making an offer?

Use AI. Trust Experience.

AI organizes information.

Inspectors evaluate condition.

Contractors estimate repairs.

Insurance professionals assess risk.

Lenders structure financing.

Attorneys and CPAs protect your interests.

Experienced Realtors provide local market insight, pricing strategy, negotiation, and context that data alone can't provide.

The strongest investment decisions combine technology, professional guidance, and sound judgment.

Final Thought

Technology will evolve.

Good investing won't.

Use AI to research.

Use your team to verify.

Use your judgment to decide.

****AI can make you more informed, Experience makes you more confident. Thoughtful decisions build lasting wealth. ****

Recommended Resources

Read

- *The Psychology of Money* — Morgan Housel
- *The Millionaire Real Estate Investor* — Gary Keller
- *Never Split the Difference* — Chris Voss
- *The Richest Man in Babylon* — George S. Clason
- *The One Thing* — Gary Keller & Jay Papasan
- *The Energy Bus* — Jon Gordon

Research

- Your County Property Appraiser
- Your County Clerk of Court
- FEMA Flood Maps
- County GIS Mapping
- Local Permit Search
- State Insurance Resources
- Calculator.net (Rental Property Calculator)

Build Your Team

✓ CPA

✓ Real Estate Attorney

✓ Insurance Agent

✓ Mortgage Lender

✓ Contractor

✓ Property Manager

✓ Home Inspector

✓ Ment

One Last Question

Before you buy your next investment...

Before you sign your next contract...

Before you commit your savings...

Before you make a decision that could affect your family's future...

Pause.

Ask yourself...

What's one more question I should ask?

Sometimes one more question uncovers a problem.

Sometimes it uncovers an opportunity.

Every time, it makes you a better investor.

Knowledge grows.

Markets will change.

Life happens.

Stay curious.

Keep learning.

And never stop asking better questions.

Thank you for allowing me to be part of your journey.

I truly hope this book helps you build more than a portfolio.

I hope it helps you build a life filled with more choices, greater confidence, and lasting financial freedom.

— Paige Kovari


THANK YOU
FOR DOWNLOADING YOUR
INVESTOR TOOLKIT™
SMARTER PLANNING. BETTER INVESTMENTS.
MORE FREEDOM.
Use these tools to evaluate opportunities with confidence, make informed decisions, and build a portfolio that creates long-term cash flow and real wealth.
YOUR FUTURE IS BUILT ON THE DECISIONS YOU MAKE TODAY.
MAKE THEM COUNT.
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