



## Commercial Property Management Functions & Features

The robust functionality of this module gives you unprecedented efficiency in managing every component of your commercial properties. Single source data and automated functions enable you to save time while increasing the accuracy and availability of all the information you need for timely and profitable decision making.

### Tenant Management

- Recoveries
  - Proportionate, Fixed, and Base Year calculations
  - Cap multiple recovery categories
  - Include / Exclude multiple recovery items as a fixed or % amount
  - Handles the most complicated recovery scenarios
- Full Parking Sub-System
- Multiple space leasing and contacts per lease
- Option tracking and processing
- Unlimited notes and attachments
- Tenant improvements

### Operational Management

- Recoveries – will handle any scenario
  - Year-end, month end, or mid-month
  - Management fees
  - Multiple denominators
  - Assessments and mill rates
- Percent Rent
  - Multiple break points
  - Billings – monthly, quarterly, semi-annual, or annually
  - Cumulative and base rent replacement
  - Multiple break points per sales category
  - Sales tracking over multiple buildings
- Cash Flows
  - Revenue projected based on current leases plus options (Lease Based Budgeting)
  - Forecast costs from budgets or factor from actuals
  - Multi-year forecasting



- Unit costing
  - Post invoices directly to a unit
  - Track maintenance items through the Reflex Work Order module
  - Internal or External billing
- Automated Management fees and Late fees
- Document tracker – track the status of leases and all correspondence between the tenant and management company

### Optional Integrated Web Components

- Automatically update your webpage or extranet (secure sign on)
- Online tenant requests
- Online building manager interface
- Automatic web page update
  - Unit availability
  - Unit features and attributes, as well as photos
- View any report on the web

### Reporting

- Multiple canned, parameter driven Crystal Reports®, such as
  - Multi-year Cash Flow Projections
  - Recovery and Percent Rent Billings
  - Lease-based Budgeting

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