



Residential Property Management Functions & Features

This module's multiple functions are designed to work together to save you time in managing units day-to-day while increasing the accuracy and availability of the information you need to determine if your properties are delivering optimal returns.

Tenant Management

- Applicants – demographics, and credit checks
- Track multiple occupants, payees, and deposits
- Automated renewals with increases based on % or fixed amount
- Automated move outs
 - Invoice additional charges and process check with tenant forwarding address
 - Automatically print deposit refunds without having to leave the move out interface.
- Track and record multiple post dated checks from multiple occupants
- Full Parking sub-system

Operational Management

- User defined building and unit attributes
- Cash Flows
 - Revenue projected based on current leases plus options (Lease Based Budgeting)
 - Forecast costs from budgets or factor from actuals
- 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
- Security Deposit and interest calculations
- 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 applications
- Online tenant requests
- Online building manager interface
- Automatic web page update
 - unit availability
 - unit features and attributes, as well as photos
- View any report over the web

Reporting

- Multiple canned, parameter driven Crystal Reports® such as
 - Multi-year Cash Flow Projections
 - Unit Costing
 - Tenant reporting

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