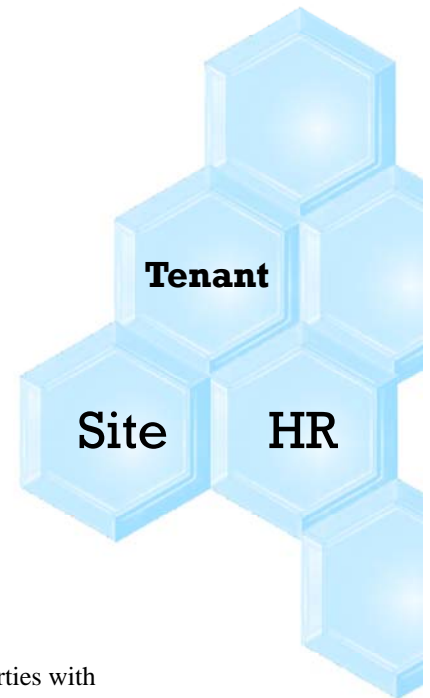


**P**ortfolio Based Enterprise Property Management System allows you to manage hundreds of properties from your virtual desktop.

**U**ser friendly interface allows most actions to be completed in one or two clicks.

**D**ivide your enterprise management workload according to your needs and not physical locations, or according to your employee personal strengths.



**M**anage Mixed Properties with ease: Conventional, Subdized, Commercial, Industrial or custom services only.

**M**ixed uses on one property: Market, Subdized & Commercial Units without splitting into multiple properties for your software.

**A**ll Abilities displayed on this page and elsewhere are completely and totally automatically integrated with each other.

**C**ustom features interest you? We can and cheerfully help you customize MultiSite for your needs.

Microsoft™ SQL Server Database for enterprise class data management and business intelligence for your organization. Hosted at our state of the art facility gives you 24-7 access.

**O**ffer partial management services for owners. Expand your market.

Product Overview	Portfolio based Property Management system that allows you to divide your workload into efficient tasks and distribute to employees.
Tenant Views & Actions	See all of your properties on one summary screen according to your security settings. Drill down to details. Track over 200 Tenant database fields.
Receivables	Tenant receipts, deposits, ledgers, Miscellaneous Income receipts and Rental Assistance receipts.
Traffic & Applicants	Beginning to End tracking of future tenants. Start with your Guest Cards thru several stages of Applicants to the path toward becoming a tenant. Track over 130 database fields.
Letters	Stock and Custom merge letters and Verifications. All HUD reports included.
Reports	Over 500 stock reports and custom reports available.
Package Printing	Over 30 standard print packages that allow you to print groups of merged documents. You can also build your own and customize the existing packages.
Lease Printing	Use our leases or enter your own merged leases. All HUD Model Leases. Leases database table has over 100 fields.
Maintenance	Write work orders using your Inventory or Purchases. Track unlimited number of work order tasks.
Online Maintenance	Add a shortcut to your website for tenant WO requests.
Assets	Keep track of your property assets.
Inventory	Comprehensive Inventory database.
General Ledger	Audit quality Financial Reporting and investigation.
Cash Management	Manage thousands of bank accounts, if needed. Write Checks, Deposits, Transfers, Reconcile, Counter Checks and E-checks.
Accounts Payable; Purchase Requests; Purchase Orders	Easily manage all property vendors, invoices and payables in this one easy to use interface. Check wizard allows you control over which checks to print.
Employee	Get a "Birds Eye View" of who works at your properties. Link employees to multiple properties.
Site	Site database table tracks over 230 field items. Also manage Mortgages, Rents, Income Limits, demographics and other property related statistics.
Administrator	Manage your user and task security settings.
Bridge	Launch pad for your custom programs and various utilities. Write your own exports/imports.
Affordable Housing	See specialized brochures for: HUD Project Based Section 8 HUD Non-Project HUD Public Housing LIHTC Section 42 Tax Credit Rural Development 515

## TENANTS MAIN SCREEN VIEWS

See all of your properties On-Screen in summary view according to security rights.

Drill down to details.

Admin View shows all properties.

Regional Mgr view shows the properties managed by a regional.

Property Mgr view shows the properties managed by a single mgr.

Other views can limit by Commercial, Affordable, Conventional, etc.

**Admin View**

Apartment Name	Site Name	Units	V	N	Occup %	Balance	Program Type
Age Old Apartments	Age Old Apartments	44	2	0	95.45%	\$750.06	RD
Aviary Apartments	Aviary Apartments	197	2	8	98.98%	(\$10,890.76)	Conventional
Big Red Apartments	Big Red Apartments	142	2	1	98.59%	(\$2,117.66)	Conventional
Bike Apartments	Bike Apartments	120	3	4	97.50%	(\$6,392.29)	Conventional
Brents Apartments	Brents Apartments	40	0	1	100.00%		RD
Bridge Apartments	Bridge Apartments	156	3	6	98.08%	(\$16,355.20)	Conventional
Cloud Nine Apartments	Cloud Nine Apartments	160	2	5	98.75%	(\$2,950.29)	Conventional

**Regional Mgr View**

Apartment Name	Site Name	Units	V	N	Occup %	Balance	Program Type
Bridge Apartments	Bridge Apartments	156	3	6	98.08%	(\$16,355.20)	Conventional
Cloud Nine Apartments	Cloud Nine Apartments	160	2	5	98.75%	(\$2,950.29)	Conventional
Hilltop Apartments	Hilltop Apartments	60	3	0	95.00%	2,902.69	Conventional
Musical Apartments	Musical Apartments	140	2	5	98.57%	(\$5,894.07)	Conventional
Roadside Apartments	Roadside Apartments	264	2	11	99.24%	(\$8,792.60)	Conventional
Stairway Apartments	Stairway Apartments	50	1	0	98.00%	\$2,225.93	RD
The Library	The Library	95	4	6	95.79%	(\$2,246.50)	Conventional
Windows Apartments	Windows Apartments	24	1	0	95.83%	\$5.88	RD LIHC
Winter Apartments	Winter Apartments	32	1	0	96.88%	\$26.71	RD LIHC
<b>^ TOTALS (9)</b>		<b>981</b>	<b>19</b>	<b>33</b>	<b>98.06%</b>	<b>(\$33,990.14)</b>	<b>1,134.45</b>

**Property Mgr View**

Apartment Name	Site Name	Units	V	N	Occup %	Balance	Program Type
Moms Place	Moms Place	288	7	16	97.57%	\$357.99	Conventional
<b>^ TOTALS (1)</b>		<b>288</b>	<b>7</b>	<b>16</b>	<b>97.57%</b>	<b>\$357.99</b>	

### COMMON ACTIONS From Main View

Confirm Deposits; Charge Rents; Misc Income; Finalize SD; RA Receipts; RA Adjustments; Manage Rent Tables; UNDO; Write-Off

Charge Tenant; Receipt; Terminate; Credit Bureau Reporting; Credit Bureau Flag; Mass Rent Change; Change Unit Type; Make Practice Set; Starting Balances

Notice to Vacate; Move In; Move Out; Transfer; Add Occupant; NSF Check; SD Receipt; SD Disposition; Renew Lease; Swap Tenants; and more...

### COMMON VIEWS From Main View

All Sites; Units; Vacant Units; Notices; Past Tenants; RA Open Acct; Pre Deposit Slip; Audit Trail; Deposit View; Misc Income; Ready Dates; Buildings; TC Summary; Tenant; Occupants; Lease; Account History; Unit Lease History; Tenant Lease History; SD History; RA Detail; Cert History and more...

MOST ACTIONS & VIEWS CAN BE EXECUTED WITH ONE MOUSE CLICK

Views

- Tenant Search
- Sites
- Units
- All WO
- WO/Site
- Unit WO
- Unit Turnovers
- Inventory
- Assets
- Inven by Cat
- Unit Price
- Unit Inventory
- WO Templates
- Find By Item Code

---

WO Actions

---

Inventory Actions

---

Asset Actions

---

Utility Actions

---

Reports

## WORKORDERS

- Enter & edit Work Orders that draw from your Inventory, Assets, Employees, Subcontractors, AP Vendors or Other sources.
- Track WO's using Materials, Labor, Equipment, Other, Subcontract and Unit Pricing structure. Directly from purchase or draw from Inventory.
- Bill all or part of costs to current or past tenants;
- Build new WO's or use Templates.
- Unlimited number of "Action Items". Each item can has its own completed state.
- Optional Unit Pricing method uses your property predefined tasks complete with allocated labor hours, materials and fixed costs.
- Can use a "Quick Close" method or enter detailed closing information.
- Automatically mark "Ready for Occupancy" upon closing of Turnovers.
- Reports WO by Site, Units, Locations, Inventory, Employee, etc.

Add unlimited number of individual tasks to each work order.

## INVENTORY AND ASSETS

- Complete Inventory and Asset management ability.
- Major Appliance tracking from purchase thru disposal.
- Track "On Hand"; "Stock", "In Use"; "Shrinkage"; "Transfers"; "Disposal"; "Consumed", etc.
- Category groups allow setup of default values like "Life Expectancy"; "GL Codes"; "Budget Item"; "Consumable", and others.

### Quick Add Items:

- New Appliance
- New Inventory
- From Stock
- MLESO
- Sub
- Unit Price

**Work Order Update Form**

File Edit Options

General    Work Description    **Materials and Labor**    Closing Info

Quick Add Items

New Appliance    New Inventory    From Stock    Mat/Lab/Equip/Other    Sub    Unit Price

Materials: Subcontract; Equipment and Labor task items. To Delete: Select Row and press Delete Key								
Type	Date	Qty	Desc	Location	Hours	Cost	Completed	
L	05/15/2003	1	Check and fix broken	Unit	0.3	\$3.22	<input type="checkbox"/>	
L	05/14/2003	1	Check Hot Water tank. Hot	Unit	0.5	\$11.00	<input checked="" type="checkbox"/>	
M	05/15/2003	1	Check and replace broken	Unit	0.5	\$18.00	<input checked="" type="checkbox"/>	

Close    Print 1    Mark Unit Not Ready    Bill Tenant    Save

## Accounts Payable Main Features

- EZ quick interface allows you to maximize your viewing scope and still allowing most actions and views within one or two clicks.
- Fast Invoice data entry screen.
- Check Wizard using MICR Laser Printing using blank stock or your pre-printed check stock.
- Auto, Manual or Electronic Checks.
- Accrual or Cash method.
- Full 1099 reporting.
- Easy to consolidate duplicate vendors.
- One time vendors keep vendor list trim.
- Vendors can be shared with multiple properties.
- Scan Wand for easy authorization
- Unlimited number of Note items to track interaction with vendors.
- Security Smart—you control your user rights so you are able to split different tasks between Corporate, Satellite, property or home office.
- System warnings for duplicate invoice or problem vendors.
- Your Corporate office can also book payables to your properties.

### Import Abilities:

- **Payroll from your provider.**
- **Invoices from your spreadsheets.**
- **Vendors**

## CASH MANAGEMENT

- Maintain all your bank accounts on one convenient screen.
- Automatic posting to General Ledger.
- Assign multiple bank accounts to each property.
- Unlimited number of bank accounts.
- Filters & Security keep your extensive bank account list manageable.
- Write checks, deposits and bank transfers.
- Numbered Checks, Counter checks and E-checks.
- Laser printing of checks for blank check stock or pre-printed check stock using MICR encoding.
- Bank Reconciliation with balancing to three GL cash accounts.
- Reporting system can be unique to each user.

Main View shows all accounts.

Double Click to drill down to check register then double click to drill

## General Ledger Feature List

### Auditor friendly:

- Cash Flow
- Cash Flow Statement
- Computation of Surplus Cash
- Operating Statement

- Unlimited number of “Charts Of Accounts”. You can group properties under a Chart or each property can have their unique chart of accounts.
- Choose Automatic, Roll-Up or Manual posting to ledger from tenant transactions.
- Most views allow Drill Down to details.
- Standard journal entries can be defined and posted automatically.
- Reoccurring Entries or Import batches from file.
- 13 periods per year.
- Compare multiple accounts across different periods and properties.
- Auditor friendly Cash Flow, Cash Flow Statement, Computation of Surplus Cash and Operating Statement.
- All Financial Standard Reports included as well as the ability to create your own reports.
- Export to any format available.

We can even match your existing financials