



Web-Based, ASP Hosted, Enterprise Class  
Property Management Software

**Tenant  
Management**

**And**

**HUD Project  
Based  
Section 8**

**Abilities**



Dear Property Manager,

Property management software is becoming more and more complicated and loaded with more features than ever before. Chances are you are using or have seen software that has a complicated and confusing interface crammed with icons, tabs, buttons, dropdowns, shortcuts, etc. You must see the MultiSite interface we can lower your training and support costs dramatically.

We have all the features that you would expect from an Enterprise Software Management System. After you see our interface you will realize that other software is just piling more icons when they add features or are forced to completely change their interface when the screen gets so full of stuff that they just can't fit anything else on the screen. This adds to re-training costs and mistakes. Does your software fit into this category? Please come and see our simple interface and why training and technical support bills will be lower than ever.

MultiSite Screen Designers listened and watched users doing their work. We found that people relate to a software interface differently than software designers. With our interface:

- Users can perform most actions with one or two mouse clicks or keyboard actions.
- Our users require much less training than our competitors.
- Our screens and forms are designed by the requirements of the task not the screen real estate.
- Users learn quickly and can do their job more efficiently.

Our designers also listened to our customers who efficiently carve up management tasks between central office and scattered properties. A single owner/manager does everything. A larger management company might split out functions that can lower overall costs by central office data entry clerks. You can now mix and match a combination of central office and site work on a property-by-property basis. Our combination of Modules and Task Groups allow superior flexibility and lower overall management costs.

Sincerely,



Brent Lawrence  
MultiSite Systems, LLC

**COMPANY OVERVIEW**

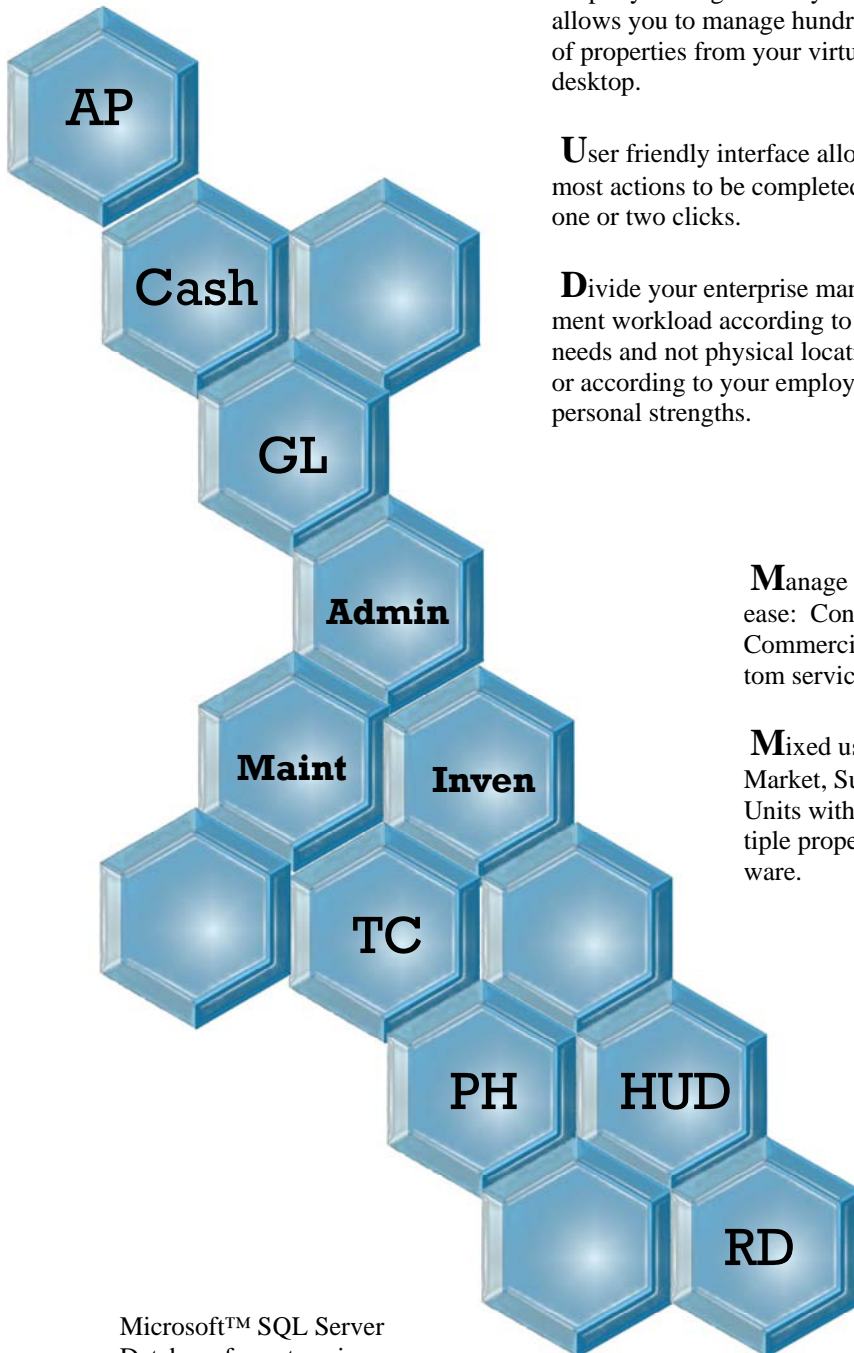
MultiSite Systems, LLC is based in Jamestown, North Carolina. Our company began in 1995 as a partnership with a large property management company in Greensboro, North Carolina. In 2005 MultiSite has gained the shares of that management company and are independently owned and operated.

We knew we needed software that could manage multi-family, conventional, Affordable Housing, Rural Development RD515, HUD Section 8, 202 & 811 PRAC, RAP, diverse Tax Credit, HOI and commercial properties. We designed our product from the ground up to manage the broad spectrum of properties in their diverse portfolio.

Our product started as a central management tool. The central office performed the AP, Cash Management, GL, Compliance and Tenant account receivables while the sites kept the properties maintained and occupied. This style of management provides many economies of scale that make it attractive for larger companies. Training of site personnel is also easier because site managers are not required to learn property management software or become part-time accountants.

As MultiSite Systems grew, customer demand transformed MultiSite into a site based management solution, as well. Today, our system is a flexible tool that can manage a diversity of properties, from sites to central managed offices. In response to your needs, we have adapted it to almost any combination of site based and central management styles.

MultiSite hosts our software in one or more secure datacenters easily available to you via the Internet pipeline or other communication delivery systems. We take care of the security, backup and application upgrades so you can do what you do best. Your data is stored in a MSSQL database and automatically incrementally backed up every 15 minutes. You can access your data 24/7 with any computer with an Internet connection. We contract on a subscription basis and we will never ask for an upgrade fee. We know computers and you know Property Management and that is a good relationship.



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.

**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.

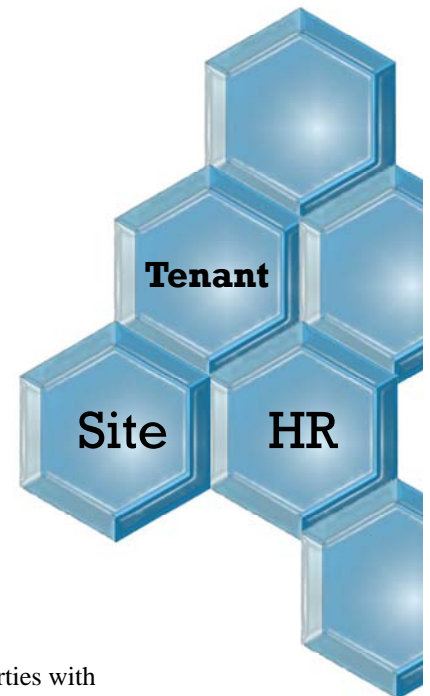
**M**anage Mixed Properties with ease: Conventional, Subdized, Commercial, Industrial or custom services only.

**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.

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



## MultiSite Systems Product Abilities Summary

Product Overview	Portfolio based Property Management system that allows you to divide your workload into efficient tasks.
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	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

Regional Mgr View

Property Mgr View

All Managed Sites									
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		
All Managed Sites - GLADYS LEB SOCK									
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	RD LIHC		
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		
^ TOTALS (9)		981	19	33	98.06%	(\$33,980.14)	Conventional		
All Managed Sites - AIMEE HODGDON									
Apartment Name	Site Name	Units	V	N	Occup %	Balance	Program Type		
Spanish Eyes Apartments	Spanish Eyes Apartments	166	2	8	98.80%	(\$830.50)	Conventional		
Stairway Apartments	Stairway Apartments	50	1	0	98.00%	\$2,225.93	RD		
Still Spring Apartments	Still Spring Apartments	40	1	0	97.50%	(\$202.13)	515/Sec 8		
Summers Apartments	Summers Apartments	40	1	0	97.50%	(\$317.00)	RD		
The Bats	The Bats	44	1	0	97.73%	(\$2,101)	515/Sec 8		
The Hitchin Post	The Hitchin Post	12	0	0	100.00%	(\$1.00)	RD-LIHC		
The Library	The Library	95	4	6	95.79%	(\$2,246.50)	Conventional		
The Palms	The Palms								
The Sideways	The Sideways								
Thick Woods	Thick Woods								
Top Of The M	Top Of The M								
Windows Apar	Windows Apar								
Winter Aparim	Winter Aparim								
Witches Brew	Witches Brew								
^ TOTALS (1)		288	7	16	97.57%	\$357.99	Conventional		
Wonderful Apartments	Wonderful Apartments	36	0	0	100.00%	\$7,518.03	HUD		
Your Place Apartments	Your Place Apartments	24	0	0	100.00%	(\$124.00)	RD		
^ TOTALS (38)		3444	72	103	97.91%	(\$84,603.83)			

## 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...

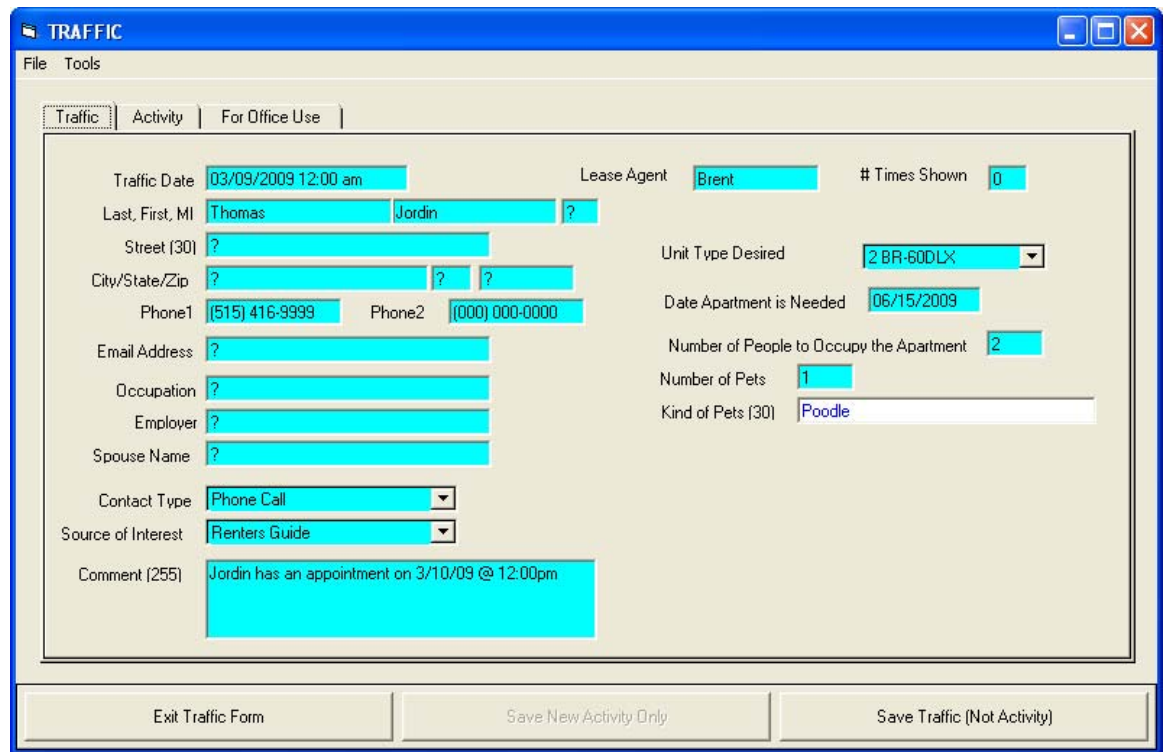
MOST ACTIONS & VIEWS CAN BE EXECUTED WITH ONE MOUSE CLICK



## TRAFFIC or Guest Card First Contact

- Quick entry of Traffic/Prospects from phone calls to site visits.
- Contact type selection list is fully customizable
- Source of Interest selection list is also fully customizable.
- Click "Activity" tab to enter additional contact records.

## FIRST CONTACT GUEST CARD

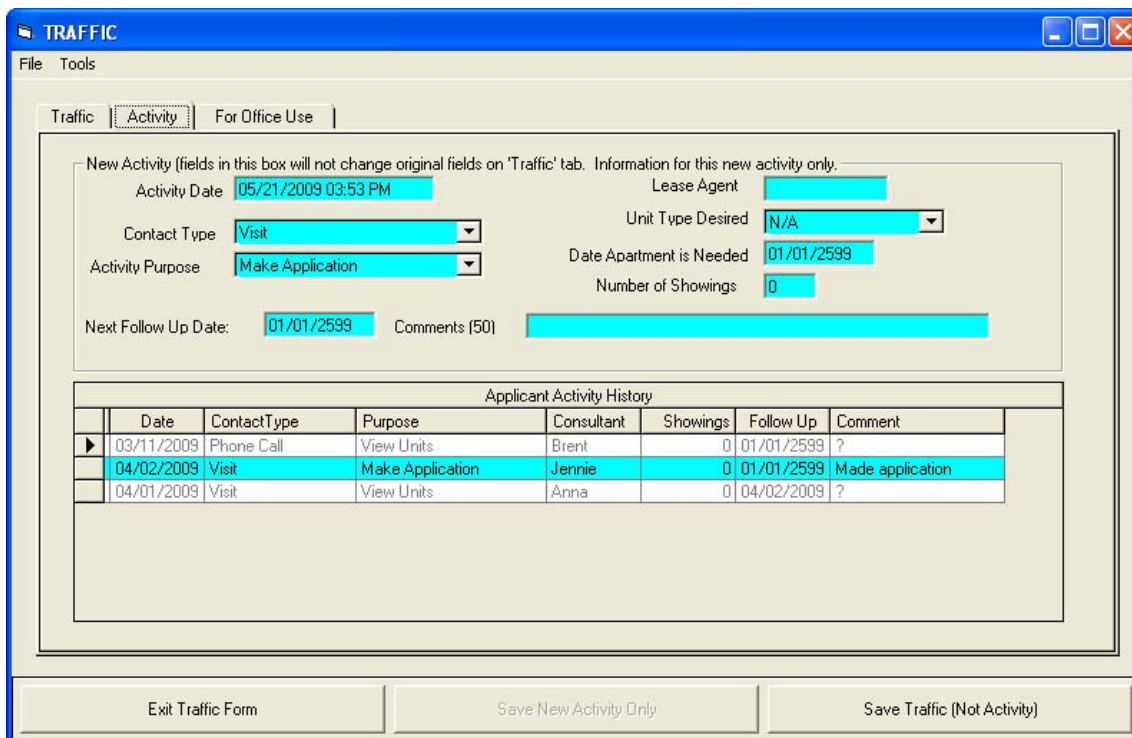


The screenshot shows the 'TRAFFIC' window with the 'Traffic' tab selected. The form contains the following fields:

- Traffic Date: 03/09/2009 12:00 am
- Lease Agent: Brent
- # Times Shown: 0
- Last, First, MI: Thomas Jordin ?
- Street (30): ?
- City/State/Zip: ? ? ?
- Phone1: (515) 416-9999
- Phone2: (000) 000-0000
- Email Address: ?
- Unit Type Desired: 2 BR-60DLX
- Date Apartment is Needed: 06/15/2009
- Number of People to Occupy the Apartment: 2
- Occupation: ?
- Number of Pets: 1
- Employer: ?
- Kind of Pets (30): Poodle
- Spouse Name: ?
- Contact Type: Phone Call
- Source of Interest: Renters Guide
- Comment (255): Jordin has an appointment on 3/10/09 @ 12:00pm

Buttons at the bottom: Exit Traffic Form, Save New Activity Only, Save Traffic (Not Activity).

## ADDITIONAL CONTACTS GUEST CARD



The screenshot shows the 'TRAFFIC' window with the 'Activity' tab selected. The form contains the following fields:

- Activity Date: 05/21/2009 03:53 PM
- Lease Agent: [blank]
- Contact Type: Visit
- Unit Type Desired: N/A
- Activity Purpose: Make Application
- Date Apartment is Needed: 01/01/2599
- Number of Showings: 0
- Next Follow Up Date: 01/01/2599
- Comments (50): [blank]

Below the form is a table titled 'Applicant Activity History':

	Date	ContactType	Purpose	Consultant	Showings	Follow Up	Comment
▶	03/11/2009	Phone Call	View Units	Brent	0	01/01/2599	?
	04/02/2009	Visit	Make Application	Jennie	0	01/01/2599	Made application
	04/01/2009	Visit	View Units	Anna	0	04/02/2009	?

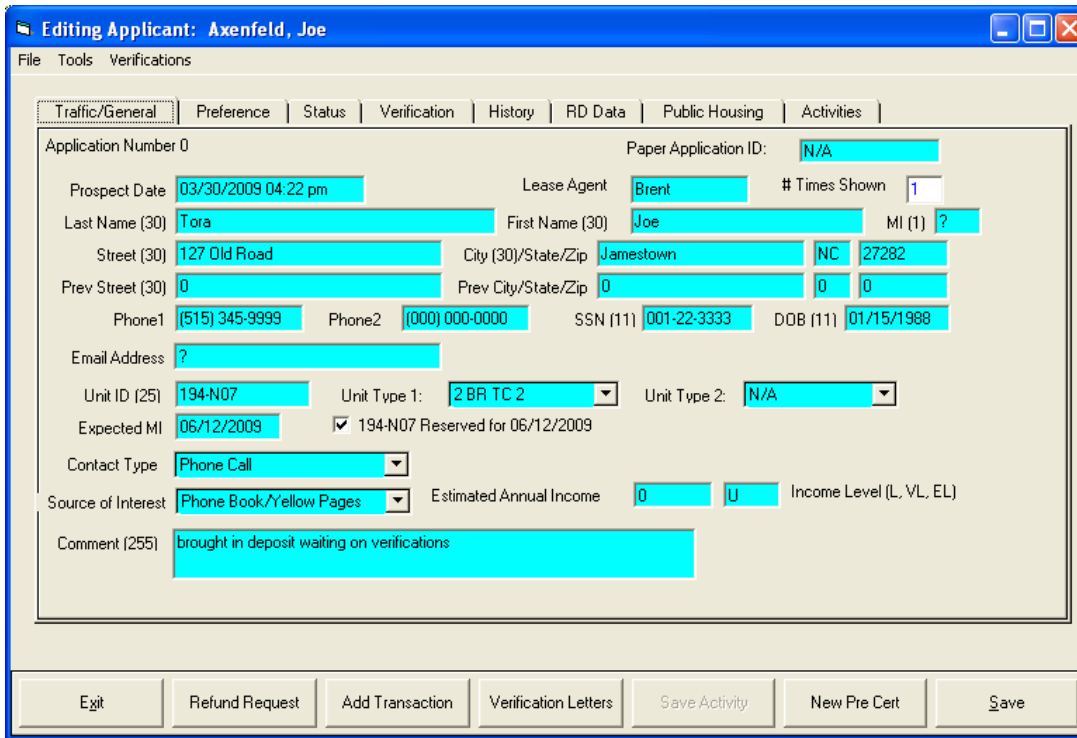
Buttons at the bottom: Exit Traffic Form, Save New Activity Only, Save Traffic (Not Activity).

## TRAFFIC or Guest Card ACTIVITY

- Unlimited number of Activity records.
- Contact type selection list is fully customizable
- Activity Purpose selection list is also fully customizable.
- Detailed reports to track conversions and success

## Move your Traffic prospects to Applicant Status

For continuity the Applicant form looks like the Traffic form but with more detailed information.



Of course, Detailed Traffic activity follow to the applicant and additional activity records can be created. Many activities are automatically created for you as you move towards a move-in from Traffic to Applicant to Tenant.

Track over 100 Applicant database fields

- Accept Money for “App Fees”; “Pre-Paid Rent”; “Security Deposit”; “Pet Deposit”, and more.
- Refund Money
- Enter a Tenant Income Certification.
- Accept to Waiting Lists. You can have more than one waiting list.
- Write Verification and other letters.
- Record Criminal and Credit search results.
- Prepare documents in advance for a Move-In:
  - Lease
  - Print Package
- Don’t see something you need—Just ask we can add it for you.

## On-Screen Waiting List

- Quick view of Applicants
- Notice the Security Deposit record in Applicant Transactions grid.
- One click to edit applicants
- Standard and custom wait list reports

Name	Unit	App Date	Expect MI	Phone	Shown	BR1	BR2	Status
Sadowski, Jeremy	?	02/12/2009	04/15/2009	(315)	0	1 BR TC w/O		ACCEPTED
Pontillo, Stacy	194-C07	03/11/2009	05/01/2009	(315)	1	2 BR TC 2		NEW
Maloney, Jessica	194-I12	03/16/2009	05/15/2009	(315)	1	2 BR TC 3		NEW
Indivero, Anthony	?	03/17/2009	05/01/2009	(315)	0	1 BR TC		NEW
North Sr., John	194-I08	03/17/2009	04/17/2009	(000)	1	2 BR TC 2		NEW
Lacey, Barbara	194-N03	03/25/2009	06/01/2009	(315)	1	1 BR TC		NEW
Tora, Joe	194-N07	03/30/2009	06/12/2009	(515)	1	2 BR TC 2		NEW
Teachout, Michael	194-H07	04/02/2009	05/08/2009	(315)	1	2 BR TC 2		NEW
Gravina, Linda	194-A01	04/09/2009	06/22/2009	(315)	0	2 BR TC 2		NEW
Ottis, Ronnie	?	04/10/2009	05/15/2009	(315)	1	2 BR TC 2		NEW

Applicant Transactions					
Date	Inc Type	PaidWith	PayID	Desc	Amt
03/25/2009	Security Deposit	Money Order	086218	Lacey, Barbara	\$99.00



## CUSTOM MERGE LETTERS

05/21/2009

SHAWN JAXON  
1 Front St Unit A02  
Jersey NH 03235

Dear: SHAWN JAXON

Please accept this notification that you are in violation of your lease. We have received reports of unpleasant odors coming from your leased premises.

It is mandatory that you eliminate the cause of the offensive odors immediately.

- Make your own or edit our stock letters and verifications for automatic mail merging with tenant or applicant information.
- Each merged letter is automatically saved to Notes for later recall and reprinting.
- Even your Leases are merged and saved to Notes.

Print Package

File Edit Tools

You are about to print the " reports displayed in the grid. For the Complex Code '57.'

UnCheck any reports you do not want to print at this time.

Select an Action:
Property Close TC

Property Close TC reports for 'Default Site'

Report Name	Print Now
A/R Aging	<input checked="" type="checkbox"/>
Miscellaneous Income Transactions	<input checked="" type="checkbox"/>
Deposits - Undeposited - All Periods	<input checked="" type="checkbox"/>
Open Work Orders by Site	<input checked="" type="checkbox"/>
Move In List	<input checked="" type="checkbox"/>
Move Out List	<input checked="" type="checkbox"/>
Delinquency Report-Site	<input checked="" type="checkbox"/>
Security Deposit Dispositions	<input checked="" type="checkbox"/>
Deposits - Unconfirmed	<input checked="" type="checkbox"/>
Next Cert Dates - HUD Tickler	<input checked="" type="checkbox"/>
Vacancy List	<input checked="" type="checkbox"/>
Tenant Movements	<input checked="" type="checkbox"/>

Exit

Period: 042009

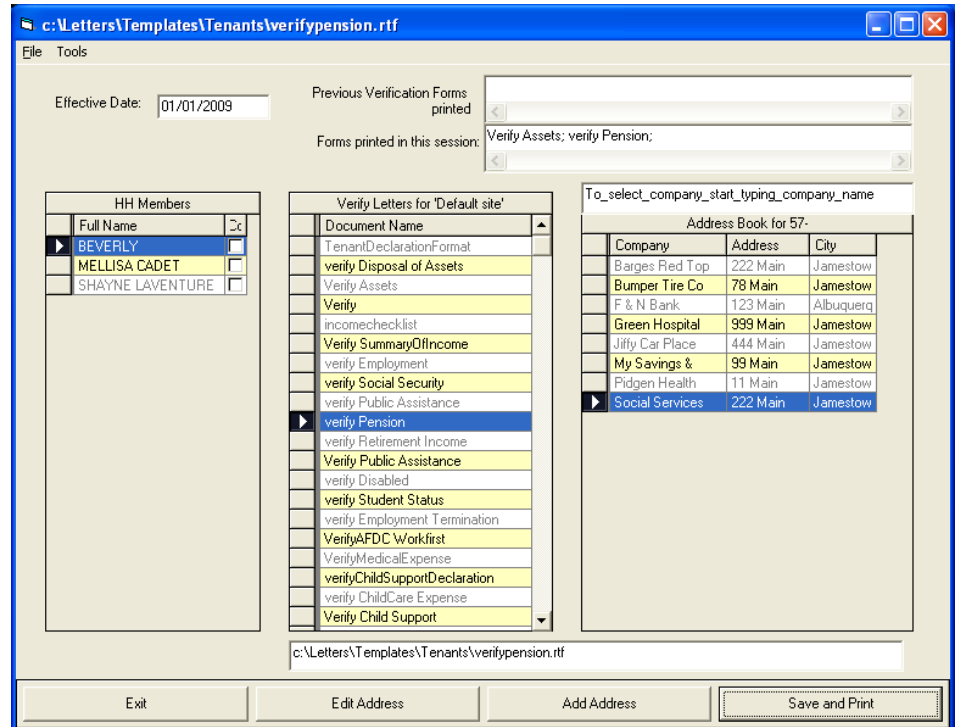
Print

## PACKAGE PRINT LETTERS

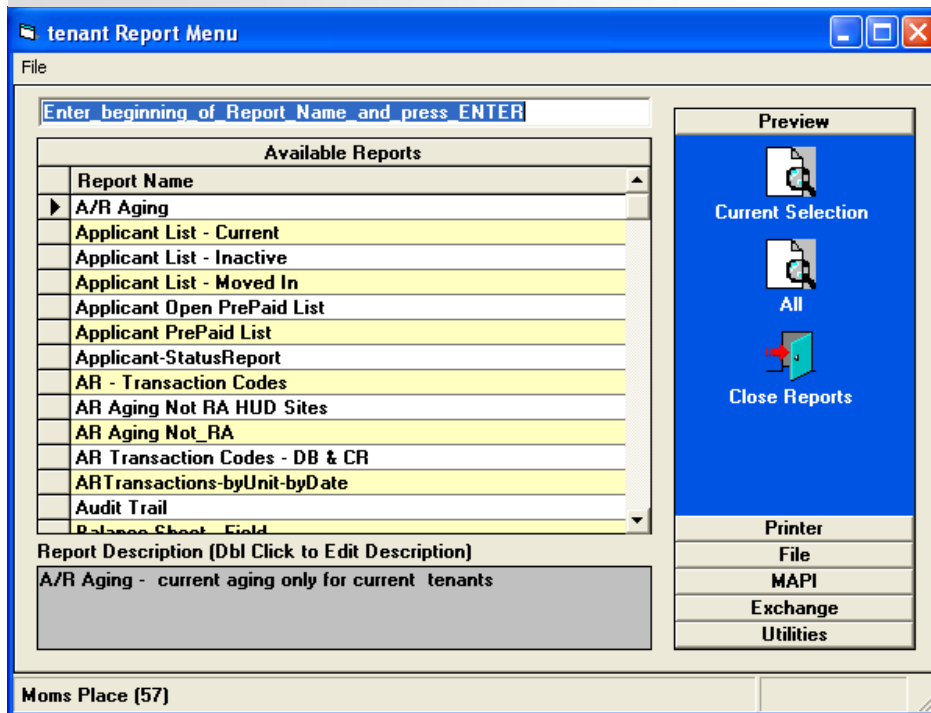
- Automatically print a collection of letters, reports and documents for "Named Tasks".
- Use our "Named Tasks" or create your own, like:
  - Move-In
  - Move-Out
  - Transfer
  - Property Close
  - Accounting Close
  - And many more
  - We do not restrict , we enable you to do what you need.

## VERIFICATION LETTERS

- So easy to print and store verification letters in just a few clicks.
  1. Click on a HH Member
  2. Click on a Letter
  3. Click on an address
  4. Save and Print
- See "Previous" forms printed and forms printed this session on screen.
- Easy to add and maintain your address book.
- Use our stock letters or customize with your own letters.
- Yes, you can have different letters for each property or a default letter of every property.



## REPORTS

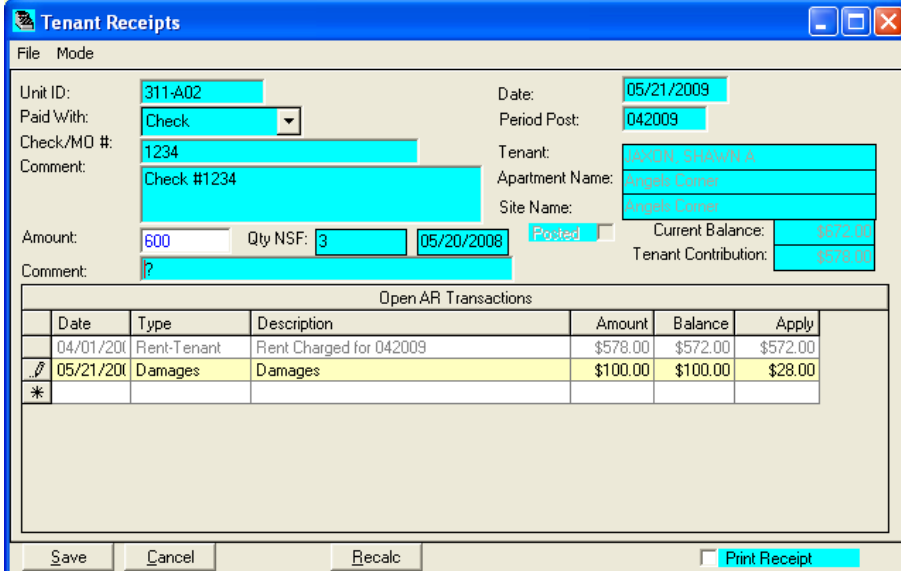


- We have over 500 reports, really we do.
- Don't see a report you need, just ask us and we can usually add a report in a day or so.
- You may even want to create your own reports.

### So Many REPORTS

- Worried about too many reports?
  - Limit report access to users using Report Administration.
- Never worry about not having a report again.
- You can build this any way you desire.

## TENANT RECEIPT FORM



**Tenant Receipts**

File Mode

Unit ID: 311-A02 Date: 05/21/2009

Paid With: Check Period Post: 042009

Check/MO #: 1234 Tenant: JOSEFINE ROCKHOLT

Comment: Check #1234 Apartment Name: Angels Corner

Site Name: Angels Corner

Amount: 600 Qty NSF: 3 05/20/2008 Posted Current Balance: \$572.00

Tenant Contribution: \$572.00

Comment: P

Date	Type	Description	Amount	Balance	Apply
04/01/2009	Rent-Tenant	Rent Charged for 042009	\$578.00	\$572.00	\$572.00
05/21/2009	Damages	Damages	\$100.00	\$100.00	\$28.00

Save Cancel Recalc Print Receipt

- Tenant Receipt form shows a tenant summary at a glance while receiving money.
- Can change the payoff of charges, if desired.
- See Qty of NSF, current balance and tenant contribution on screen to help eliminate errors.

MICR Scan your checks to speed up processing and reduce errors dramatically.

- History grid shows all historical transactions and the breakdown of payments applied in the lower detail grid.
- Easy to edit transactions to fix mistakes.

TENANT ACCOUNT HISTORY GRID								
Period	Date	Type	Code	Desc	Amount	Open	Running Balance	
022009	02/04/2009	R	Rent-Tenant	Check #1516	(\$420.00)	\$0.00	(\$6.00)	
022009	02/04/2009	C	PrePaid Rent	PrePaid Rent	\$0.00	\$0.00	(\$6.00)	
022009	02/09/2009	C	Rent-Tenant	Rent-Tenant Lease Adj	(\$4.00)	\$0.00	(\$10.00)	
032009	03/01/2009	C	Rent-Tenant	Rent Charged for 032009	\$413.00	\$0.00	\$403.00	
032009	03/05/2009	R	Rent-Tenant	Check #1517	(\$409.00)	\$0.00	(\$6.00)	
032009	03/05/2009	C	PrePaid Rent	PrePaid Rent	\$0.00	\$0.00	(\$6.00)	
042009	04/01/2009	C	Rent-Tenant	Rent Charged for 042009	\$578.00	\$0.00	\$572.00	
042009	05/21/2009	C	Damages	Damages	\$100.00	\$72.00	\$672.00	
042009	05/21/2009	R	Rent-Tenant	Check #1234	(\$600.00)	\$0.00	\$72.00	
^ TOTALS						\$72.00		

AR Receipt Payoff Distribution							
Date	PayID	Pmt Amount	Paid With	Applied Amt	Applied To	Description	
05/21/2009	1234	\$600.00	Check	\$572.00	Rent-Tenant	Cash Received for Rent from a Tenant	
05/21/2009	1234	\$600.00	Check	\$28.00	Damages	Cash Received for Damages	

We know people make mistakes so we have built in the ability to fix mistakes. All manual changes are tracked in our Audit Log.

## DEPOSIT SUMMARY VIEW

Date	DEP No	Total	AR	SD	Misc	NSF	Period	Confirmed
03/03/2009	306	\$3,235.50	\$3,235.50	\$0.00	\$0.00	\$0.00	032009	<input checked="" type="checkbox"/>
03/05/2009	307	\$17,251.00	\$0.00	\$0.00	\$17,251.00	\$0.00	032009	<input checked="" type="checkbox"/>
03/05/2009	308	\$2,893.00	\$2,893.00	\$0.00	\$0.00	\$0.00	032009	<input checked="" type="checkbox"/>
03/13/2009	309	\$1,420.00	\$1,420.00	\$0.00	\$0.00	\$0.00	032009	<input checked="" type="checkbox"/>
03/19/2009	310	\$225.00	\$225.00	\$0.00	\$0.00	\$0.00	032009	<input checked="" type="checkbox"/>
03/19/2009	311	\$369.00	\$0.00	\$369.00	\$0.00	\$0.00	032009	<input checked="" type="checkbox"/>
Totals		\$25,393.50	\$7,773.50	\$369.00	\$17,251.00	\$0.00		<input type="checkbox"/>

Deposit # 309 '03/10/2009', Acct # '003880293584'					
Unit	Name	Amount	Paid With	PaymentID	Source
311-A09	JOSEFINE ROCKHOLT	(\$166.00)	Check	1231	AR
311-A11	CARLI SCHADE	(\$127.00)	Check	11313	AR
311-B03	SANG DILBECK	(\$141.00)	Check	283	AR
311-B11	RANA LAURITSEN	(\$249.00)	Check	209	AR
311-C05	LENORA BECERA	(\$195.00)	Check	02113	AR
311-C09	BRAIN	(\$284.00)	Check	1300	AR
311-C11	DEWAYNE MEADOR	(\$258.00)	Check	3181	AR

- View monthly deposits in summary for one or more months.
- View deposit details in detail grid.
- Until a Deposit is Confirmed in the Bank, receipts can be moved to other deposit slips.

## MISCELLANEOUS INCOME RECEIPTS

**Miscellaneous Income - Print Receipt On Save DISABLED**

File Options

Paid With:  Date:

Check/MO #:  Period Post:

GL Account:  LAUNDRY/WASHER-DRYER INCOME

Description:  Apartment Name:

Amount:

- Record your Miscellaneous Income in this easy form.
- Receipt can be edited until the deposit is confirmed to be in the bank.

## RENTAL ASSISTANCE INCOME RECEIPTS

- Apply your Rental Assistance checks to individual tenants in this grid.
- User only has to enter the amount in the "Apply" column.
- MultiSite keeps an RA Balance Due on each tenant.
- Grid will not save until all moneys balance.

**Rental Assistance Receipts**

File Tools

Site No:  Date:

Type:  Period Post:

Payment ID:  Apartment Name:

Amount:  Grid Spread Amt:  Difference:  Site Name:

☐ Posted

Open Rental Assistance Transactions (Press the F9 key to ReCalculate)

	Period	UnitID	Lessee	Amount	BalDue	Apply
	042009	143-02-3	SAXE, EMERSON	\$462.00	\$462.00	\$0.00
	042009	143-02-4	ROBERTS, DYLAN	\$416.00	\$416.00	\$0.00
	042009	143-02-5	PATTEN, WILLIAM	\$404.00	\$404.00	\$0.00
	042009	143-03-1	POTTS, DANIELLE	\$762.00	\$762.00	\$0.00
	042009	143-03-2	BURNETT, JOANN	\$589.00	\$589.00	\$0.00
	042009	143-03-3	AGNEW, LAURI	\$408.00	\$408.00	\$0.00
	042009	143-03-4	STONE, JENNIFER	\$867.00	\$867.00	\$0.00
	042009	143-05-1	HATIN, TRACIE	\$370.00	\$370.00	\$0.00
	042009	143-05-2	DIORIO, CARMEN	\$713.00	\$713.00	\$0.00
	042009	143-05-3	DISCO, KELLY	\$589.00	\$589.00	\$0.00
	042009	143-05-4	DANIELS, GLADYS	\$576.00	\$576.00	\$0.00
	042009	143-06-1	BURKE, THERESA	\$585.00	\$585.00	\$0.00
	042009	143-06-2	MOSSEY, MARK	\$537.00	\$537.00	\$0.00
	042009	143-06-3	PATRIE, BOBBY	\$571.00	\$571.00	\$0.00
	042009	143-06-4	COUTURE, KAYLA	\$780.00	\$780.00	\$0.00
	042009	143-07-1	COLLINS,	\$281.00	\$281.00	\$0.00
	042009	143-07-2	GRANT, BENNETTE	\$780.00	\$780.00	\$0.00
	042009	143-07-3	COLLETTE, TEENA	\$714.00	\$714.00	\$0.00
	042009	143-07-4	FERRIS, GLORIA	\$431.00	\$431.00	\$0.00
	042009	143-07-5	VIEGE, FRANC	\$726.00	\$726.00	\$0.00
	042009	143-07-6	JUNEAU, ROBERT	\$472.00	\$472.00	\$0.00

We track and maintain all types of Rental Assistance like:

- HUD Project based Section 8
- HUD Non-Project Section 8
- Rural Development
- Housing Authority
- Private RA
- LIHTC Supplement
- Special Rent Incentive
- Overage

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 checked="" 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



## AP MAIN SCREEN VIEW

Multi-Family - AP:    Dates NOT-Filtered:    Division NOT-Filtered:    Filtered for Active Vendors

File Edit View Tools Help

CM E GL RD S T TC 59 B A

**Vendor Views**

- List View
- Category
- Sites
- Trades
- Print Profile
- Add Vendor
- Edit Vendor Cat...
- AP History
- Pay History

**Open AP Views**

- Invoices
- Checks
- Letters
- Reports

**Appliances**

Field Name	Field Value
V I D "Not Updatable"	brent1
G I D	
V Name	BRENT APPLIANCES AND REPAIR
Contact	Jr.
B Street	1909 MAIN ST
B Street 2	
B City	111 MAIN
B State	NC
B Zip	
Remit Street	123 MAIN
Remit Street 2	PO BOX 222
Remit City	GREENSBORO
Remit State	NC
Remit Zip	27408
Phone	
Mobile Phone	
Fax	
Pager	
Require 1099	False

**Vendor Notes for BRENT APPLIANCES AND REPAIR**

Type	Date	Subject	Author
Letter	05/24/2009	Letter requesting Insurance Certificate	BRENTDEMO
Letter	04/01/2000	Letter requesting 1099	BRENTDEMO
*			

Trades Filter All Records    Appliances    042009 NUM CAPS 05/24/2009 11:12 AM

## 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**

## Check Wizard

The Wizard makes paying authorized and timely invoices a breeze.

Limit check run by dates or various filters like:

- Vendors; Users; Site(s); Regional Managers; Utility Vendors

## Invoice Data Entry

- Pull from common list that other properties share.
- 1099's print for individual properties.
- One-Time Vendors, Manual Checks and Electronic Checks are easily cut from this invoice data entry screen.
- Add/Edit Vendors "On the Fly".
- Maintain "Supplier ID", for printout on Checks.



**AP Check Wizard**

Select all Authorized Checks with Due Date on or before...

Post Checks to Period

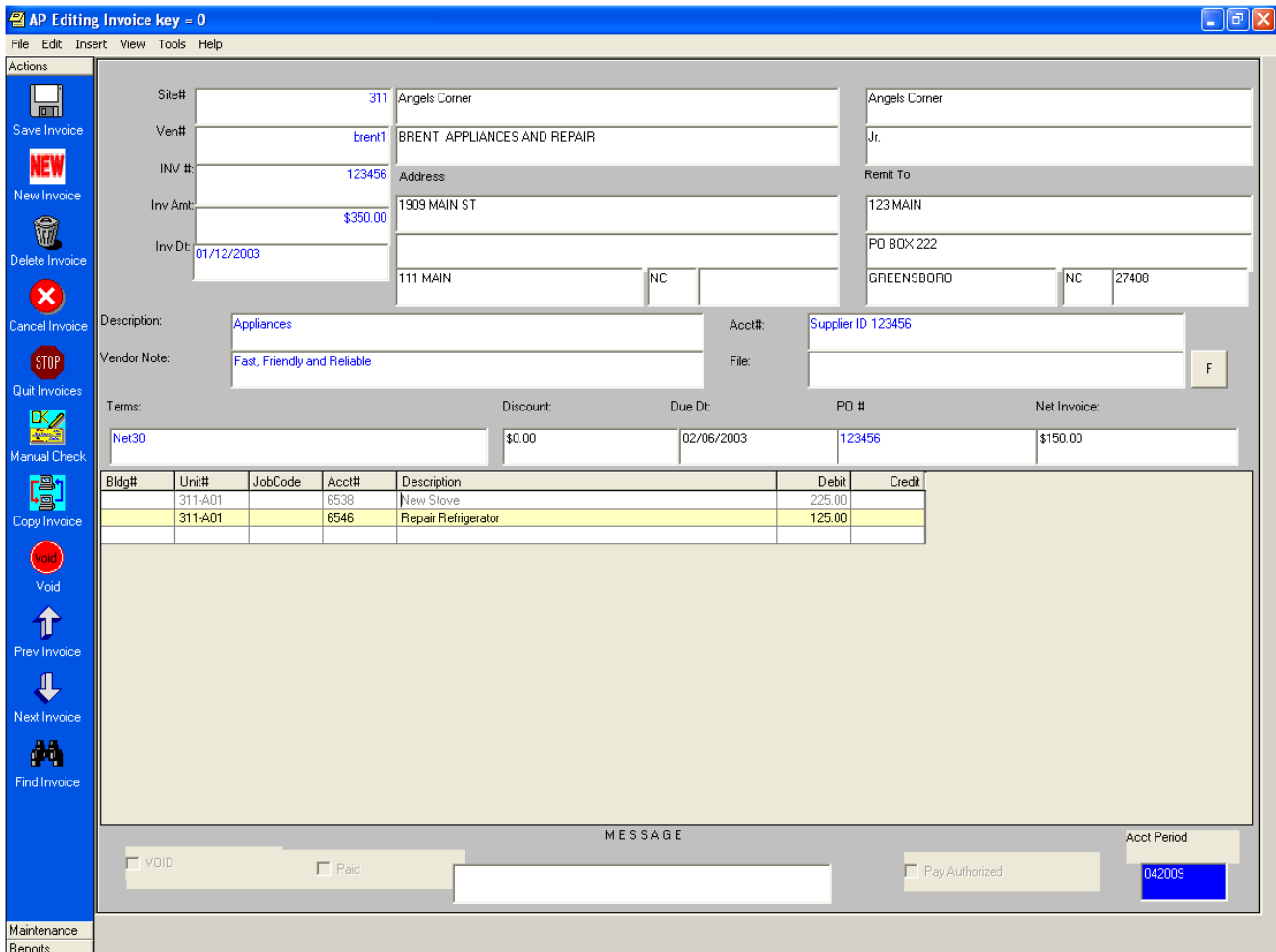
Check Date

Select One

Select by Vendor(s) ☐ All for Current User ☒ Select by Site(s) ☐

Utility Vendors ☐ Select by PM(s) ☐

Exit Next >>



AP Editing Invoice key = 0

File Edit Insert View Tools Help

Actions

Save Invoice NEW New Invoice Delete Invoice Cancel Invoice Qual Invoices Manual Check Copy Invoice Void Prev Invoice Next Invoice Find Invoice

Site#  Angels Corner

Ven#  BRENT APPLIANCES AND REPAIR

INV #  Address

Inv Amt  1909 MAIN ST

Inv Dt  111 MAIN NC

Description:  Acct#:

Vendor Note:  File:

Terms:  Discount:  Due Dt:  PO #:  Net Invoice:

Bldg#	Unit#	JobCode	Acct#	Description	Debit	Credit
	311-A01		6538	New Stove	225.00	
	311-A01		6546	Repair Refrigerator	125.00	

MESSAGE

VOID ☐ Paid ☐ Pay Authorized ☐

Acct Period

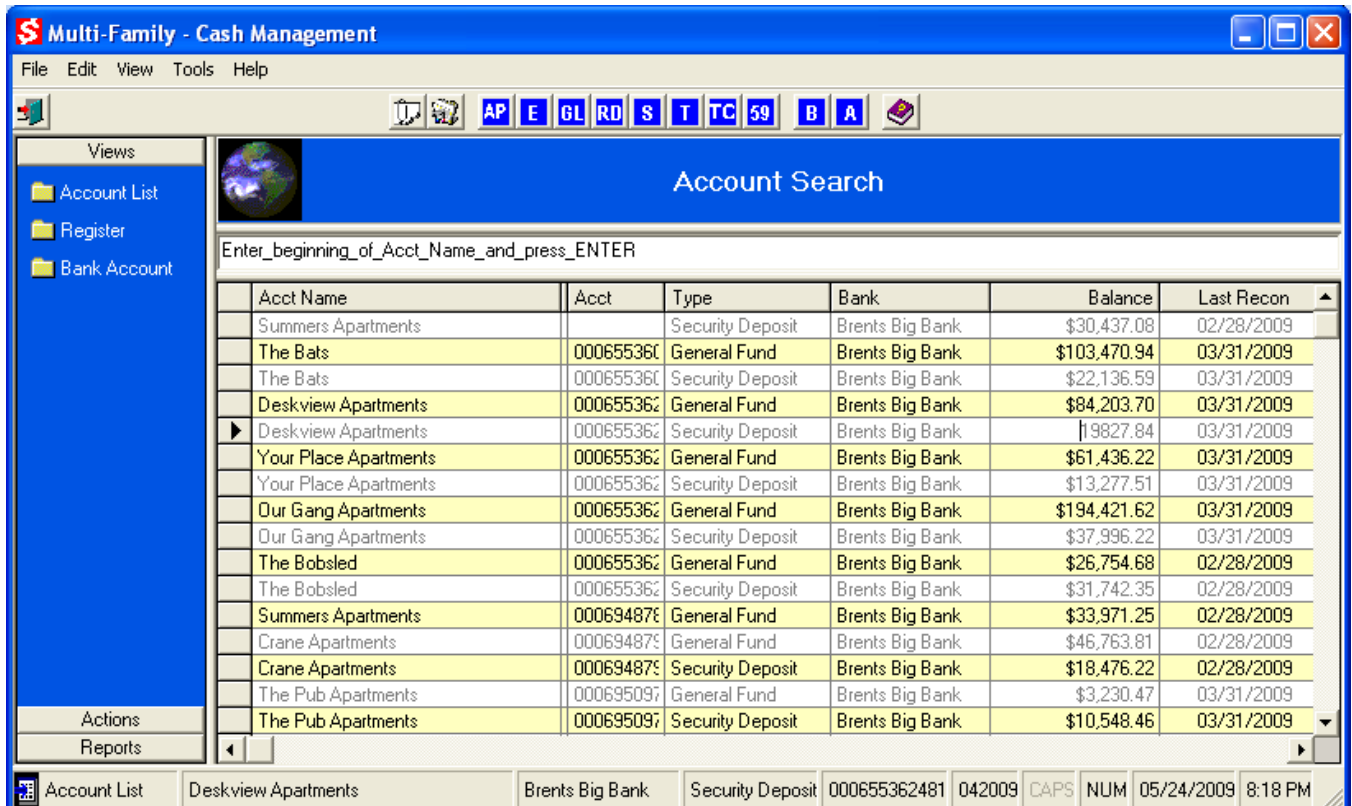
Maintenance Reports

## 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.
- Full seamless integration with AP and Tenants.

Main View shows all accounts.

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



Acct Name	Acct	Type	Bank	Balance	Last Recon
Summers Apartments		Security Deposit	Bretons Big Bank	\$30,437.08	02/28/2009
The Bats	000655360	General Fund	Bretons Big Bank	\$103,470.94	03/31/2009
The Bats	000655360	Security Deposit	Bretons Big Bank	\$22,136.59	03/31/2009
Deskview Apartments	000655362	General Fund	Bretons Big Bank	\$84,203.70	03/31/2009
Deskview Apartments	000655362	Security Deposit	Bretons Big Bank	\$1,9827.84	03/31/2009
Your Place Apartments	000655362	General Fund	Bretons Big Bank	\$61,436.22	03/31/2009
Your Place Apartments	000655362	Security Deposit	Bretons Big Bank	\$13,277.51	03/31/2009
Our Gang Apartments	000655362	General Fund	Bretons Big Bank	\$194,421.62	03/31/2009
Our Gang Apartments	000655362	Security Deposit	Bretons Big Bank	\$37,996.22	03/31/2009
The Bobsled	000655362	General Fund	Bretons Big Bank	\$26,754.68	02/28/2009
The Bobsled	000655362	Security Deposit	Bretons Big Bank	\$31,742.35	02/28/2009
Summers Apartments	000694876	General Fund	Bretons Big Bank	\$33,971.25	02/28/2009
Crane Apartments	000694876	General Fund	Bretons Big Bank	\$46,763.81	02/28/2009
Crane Apartments	000694876	Security Deposit	Bretons Big Bank	\$18,476.22	02/28/2009
The Pub Apartments	000695097	General Fund	Bretons Big Bank	\$3,230.47	03/31/2009
The Pub Apartments	000695097	Security Deposit	Bretons Big Bank	\$10,548.46	03/31/2009

## CASH MANAGEMENT—Screenshots

Check Register View shows Checks and check details

	Date	Chk #	Payee	Description	Amount	Balance	Source	Cleared	NSF
	08/14/2007	DEP	Dep #968:	Deposit #968	\$760.00	\$54,023.35	Confirm	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	08/15/2007	1271	TAYLOR	836- BUSINESS CARDS 500	(\$37.36)	\$53,985.99	AP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	08/17/2007	DEP	Dep #971:	Deposit #971	\$38.00	\$54,023.99	Confirm	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	08/17/2007	DEP	Dep #969:	Deposit #969	\$221.00	\$54,244.99	Confirm	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	08/20/2007	DEP	Dep #972:	Deposit #972	\$507.00	\$54,751.99	Confirm	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	08/21/2007	1272	BULLOCK	H345 BUCKET STRAINER, LIQUID FIRE,	(\$38.22)	\$54,713.77	AP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	08/21/2007	1273	COYNE	UNIFORMS	(\$16.01)	\$54,697.76	AP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	08/21/2007	1274	FIRST	BACKGROUND CHECKS	(\$213.75)	\$54,484.01	AP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	08/21/2007	1275	MAINTENANCE	3076644 RANGE FILTERS	(\$354.04)	\$54,129.97	AP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	08/21/2007	1276	ALLYSSIA S	NOTICES/FLYERS JULY 2007	(\$20.00)	\$54,109.97	AP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	08/21/2007	1277	JACQUELINE	JULY EXPENSES 2007	(\$332.45)	\$53,777.52	AP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	08/21/2007	1278	PROGRESS	0079756516- 06/27-07/27	(\$86.64)	\$53,690.88	AP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶	08/21/2007	1279	RAVEN	CUSTODIAN CLEANED 2E, 9A, 9H/EXTRA	(\$594.80)	\$53,096.08	AP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	08/21/2007	1280	RODNEY'S	DR REFRIGERATOR SERVICE	(\$120.22)	\$52,975.86	AP	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Transaction Detail Lines					Amount
▶	274	6500	?	CUSTODIAN	\$164.80
	274	1100	?	CUSTODIAN	(\$164.80)
	274	6500	?	CLEANED UNITS	\$220.00
	274	1100	?	CLEANED UNITS	(\$220.00)
	274	6500	?	EXTRA MAINTENANCE WORK	\$210.00
	274	1100	?	EXTRA MAINTENANCE WORK	(\$210.00)

## Transfer Funds between Accounts

**BANK TRANSFER AUTHORIZATION FORM**

File

**WITHDRAWAL (DEBIT) FROM:**

Brents Big Bank - 000655362494 (General Fund)

Description: Transfer from

Site	GL #	Unit	Description	Debit	Credit
274	1100		Transfer from		\$1,000.00
274	645		Transfer from	\$1,000.00	

**Amount**  
\$1,000.00

**Date** 05/24/2007

**FAX#** 0

**DEPOSIT (CREDIT) TO:**

Brents Big Bank - 16000000760240

Description: Transfer to acct

Site	GL #	Unit	Description	Debit	Credit
194	1100		Transfer to acct	\$1,000.00	
194	664		Transfer to acct		\$1,000.00

Reconcile bank Accounts to GL Cash Accounts

**Your Place Apartments Reconciliation for Period 04/2009**

File View Tools

Your Place Apartments General Fund Date: 03/31/2009

Brents Big Bank 000655362494 Bank Ending Balance: 53,566.90

All Uncleared Transactions <= 03/31/2009

Date	Chk #	Cleared	Amount	Vendor	Description
04/25/2007	1127	<input type="checkbox"/>	(\$1.00)	TAYLOR	836-SERVICE CHG
05/10/2007	1151	<input type="checkbox"/>	(\$2.81)	C & G	26090- FINISHING NAILS 6A
03/25/2009	1945	<input type="checkbox"/>	(\$62.68)	AT&T	020 979 2190 001
03/25/2009	1950	<input type="checkbox"/>	(\$498.53)	JACQUELINE	1/29-3/1/09
03/25/2009	1951	<input type="checkbox"/>	(\$202.50)	JACQUELINE	2/2-2/28/09
03/25/2009	1952	<input type="checkbox"/>	(\$520.00)	RODNEY	SECURITY
03/31/2009	1954	<input type="checkbox"/>	(\$8,216.00)	BROOKW	Developer Fee
03/31/2009	1955	<input type="checkbox"/>	(\$5,413.00)	AMTX	ASSET MANAGEMENT FEE

See Comment Save Print Cancel

GL Cash Accts	Amount
1100	3,869.02
1122	.00
0	0

Outstanding: (14,916.52)  
Interest/Service Charges: .00  
SubTotal: 38,650.38  
Book Balance: 3,869.02  
Out Of Balance: 34,781.36

## General Ledger Inquiry View

General Ledger - Division = ('Multi-Family') Current Period = 032009: Active Accounts

File Edit View Tools Help

Views: Inquiry, Trial Balance, Operating Statement, Chart of Accounts, Batch, Find Batch #

Aviary Apartments (194)

Acc#	Desc	Activity	YTD Activity	Budget	YTD Bud	FP	Cal Pr
1106	PETTY CASH	\$0.00	\$300.00	\$0.00	\$0.00	3	032009
1120	OPERATING CASH	(\$17,787.50)	\$254,934.44	\$0.00	\$0.00	3	032009
1130	ACCTS	(\$3,006.20)	\$294.80	\$0.00	\$0.00	3	032009
1133	AR - PRIOR TENANTS	\$0.00	\$11,679.72	\$0.00	\$0.00	3	032009
1135	RA PROJECT RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1136	RA-NP RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1149	A/R - OTHER	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1149F	A/R - OTHER - FLOOD	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1191	SECURITY DEPOSITS HELD	\$2,615.75	\$108,901.38	\$0.00	\$0.00	3	032009
1240	PREPAID INSURANCE	\$35,805.08	\$35,805.08	\$0.00	\$0.00	3	032009
1241	PREPAID REAL ESTATE	\$0.00	\$94,279.00	\$0.00	\$0.00	3	032009
1250	PREPAID MORTGAGE INSUR	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1250	PREPAID PAYROLL	\$0.00	\$7,258.15	\$0.00	\$0.00	3	032009
1290	PREPAID OTHER	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1310	REAL ESTATE TAX ESCROW	\$0.00	\$87,273.45	\$0.00	\$0.00	3	032009
1310A	RE TAX ESCROW	\$13,178.18	\$39,534.54	\$11,768.00	\$35,304.00	3	032009
1310W	RE TAX ESCROW	\$0.00	(\$76,548.69)	\$0.00	\$0.00	3	032009
1311	INSURANCE ESCROW	\$0.00	\$40,217.99	\$0.00	\$0.00	3	032009
1311A	INS ESCROW ADDITIONS	\$4,000.00	\$12,000.00	\$4,000.00	\$12,000.00	3	032009
1311W	INS ESCROW	(\$35,805.08)	(\$35,805.08)	\$0.00	\$0.00	3	032009
1312	ESCROW RE TAX &	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1312A	RE TAX & INS ADDITIONS	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1312W	RE TAX & INS	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1315	MIP ESCROW	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1315A	MORTGAGE INS ESCROW	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1315W	MTG INS ESCROW	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1318	OPERATING DEFICIT	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1318A	OPERATING DEFICIT	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1318W	OPERATING DEFICIT	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1319	RESERVE - OPER DEFICIT II	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1319A	OPER DEFICIT RES II	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1319W	OPER DEF RESERVE II	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1320	REPLACEMENT RESERVE	\$0.00	\$172,467.05	\$0.00	\$0.00	3	032009
1320A	REPLACEMENT RESERVE	\$5,250.00	\$15,750.00	\$5,250.00	\$15,750.00	3	032009
1320W	REPLACEMENT RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1321	RESERVE ADDITIONS	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1326	REPLACEMENT RESERVE 2	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1326A	REPLACEMENT RESERVE II	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1326W	REPLACEMENT RESERVE II	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1329	REPLACEMENT RESERVE 3	\$0.00	\$0.00	\$0.00	\$0.00	3	032009
1329A	REPLACEMENT RES 3	\$0.00	\$0.00	\$0.00	\$0.00	3	032009

Inquiry - Multi-Family | Multi-Family | 032009 | NUM | CAPS | 05/24/2009 | 2:16 PM

### Inquiry Screen:

- All your properties in Tree View.
- Click on property to view current period summary view, in Real Time
- Dbl Click to drill down to details for MTD or YTD.

## General Ledger Feature List

### Auditor friendly:

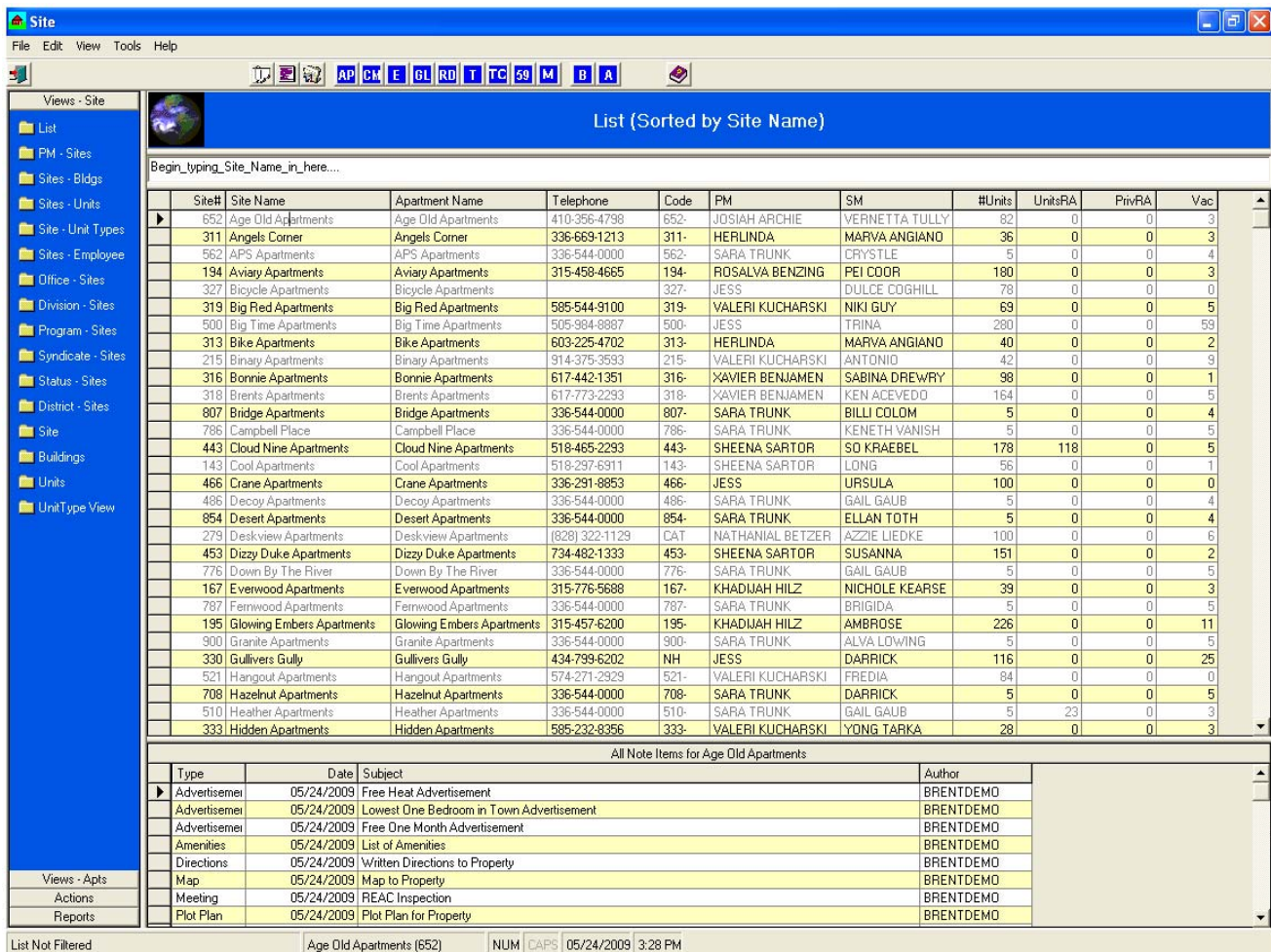
- Cash Flow
- Cash Flow Statement
- Computation of Surplus Cash
- Operating Statement

- 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



## MultiSite Site



The screenshot displays the MultiSite Site application interface. On the left is a navigation tree with categories like 'List', 'PM - Sites', 'Sites - Bldgs', 'Sites - Units', 'Site - Unit Types', 'Sites - Employee', 'Office - Sites', 'Division - Sites', 'Program - Sites', 'Syndicate - Sites', 'Status - Sites', 'District - Sites', 'Site', 'Buildings', 'Units', and 'Unit Type View'. The main area shows a 'List (Sorted by Site Name)' table with columns: Site#, Site Name, Apartment Name, Telephone, Code, PM, SM, #Units, UnitsRA, PrivRA, and Vac. Below this is a section for 'All Note Items for Age Old Apartments' with columns: Type, Date, Subject, and Author. At the bottom, a status bar shows 'List Not Filtered', 'Age Old Apartments (652)', 'NUM CAPS', '05/24/2009 3:28 PM'.

Site#	Site Name	Apartment Name	Telephone	Code	PM	SM	#Units	UnitsRA	PrivRA	Vac
652	Age Old Apartments	Age Old Apartments	410-356-4798	652-	JOSIAH ARCHIE	VERNETTA TULLY	82	0	0	3
311	Angels Corner	Angels Corner	336-669-1213	311-	HERLINDA	MARVA ANGIANO	36	0	0	3
562	APS Apartments	APS Apartments	336-544-0000	562-	SARA TRUNK	CRYSTLE	5	0	0	4
194	Aviary Apartments	Aviary Apartments	315-458-4665	194-	ROSALVA BENZING	PEI COOR	180	0	0	3
327	Bicycle Apartments	Bicycle Apartments		327-	JESS	DULCE COGHILL	78	0	0	0
319	Big Red Apartments	Big Red Apartments	585-544-9100	319-	VALERI KUCHARSKI	NIKI GUY	69	0	0	5
500	Big Time Apartments	Big Time Apartments	505-984-8887	500-	JESS	TRINA	280	0	0	59
313	Bike Apartments	Bike Apartments	603-225-4702	313-	HERLINDA	MARVA ANGIANO	40	0	0	2
215	Binary Apartments	Binary Apartments	914-375-3593	215-	VALERI KUCHARSKI	ANTONIO	42	0	0	9
316	Bonnie Apartments	Bonnie Apartments	617-442-1351	316-	XAVIER BENJAMEN	SABINA DREWRY	98	0	0	1
318	Brents Apartments	Brents Apartments	617-773-2293	318-	XAVIER BENJAMEN	KEN ACEVEDO	164	0	0	5
807	Bridge Apartments	Bridge Apartments	336-544-0000	807-	SARA TRUNK	BILLI COLOM	5	0	0	4
786	Campbell Place	Campbell Place	336-544-0000	786-	SARA TRUNK	KENETH VANISH	5	0	0	5
443	Cloud Nine Apartments	Cloud Nine Apartments	518-465-2293	443-	SHEENA SARTOR	SO KRAEBEL	178	118	0	5
143	Cool Apartments	Cool Apartments	518-297-6911	143-	SHEENA SARTOR	LONG	56	0	0	1
466	Crane Apartments	Crane Apartments	336-291-8853	466-	JESS	URSULA	100	0	0	0
486	Decoy Apartments	Decoy Apartments	336-544-0000	486-	SARA TRUNK	GAIL GAUB	5	0	0	4
854	Desert Apartments	Desert Apartments	336-544-0000	854-	SARA TRUNK	ELLAN TOTH	5	0	0	4
279	Deskview Apartments	Deskview Apartments	(828) 322-1129	CAT	NATHANIAL BETZER	AZZIE LIECKE	100	0	0	6
453	Dizzy Duke Apartments	Dizzy Duke Apartments	734-482-1333	453-	SHEENA SARTOR	SUSANNA	151	0	0	2
776	Down By The River	Down By The River	336-544-0000	776-	SARA TRUNK	GAIL GAUB	5	0	0	5
167	Everwood Apartments	Everwood Apartments	315-776-5688	167-	KHADIAH HILZ	NICHOLE KEARSE	39	0	0	3
787	Fernwood Apartments	Fernwood Apartments	336-544-0000	787-	SARA TRUNK	BRIGIDA	5	0	0	5
195	Glowing Embers Apartments	Glowing Embers Apartments	315-457-6200	195-	KHADIAH HILZ	AMBROSE	226	0	0	11
900	Granite Apartments	Granite Apartments	336-544-0000	900-	SARA TRUNK	ALVA LOWING	5	0	0	5
330	Gullivers Gully	Gullivers Gully	434-799-6202	NH	JESS	DARRICK	116	0	0	25
521	Hangout Apartments	Hangout Apartments	574-271-2929	521-	VALERI KUCHARSKI	FREDIA	84	0	0	0
708	Hazelnut Apartments	Hazelnut Apartments	336-544-0000	708-	SARA TRUNK	DARRICK	5	0	0	5
510	Heather Apartments	Heather Apartments	336-544-0000	510-	SARA TRUNK	GAIL GAUB	5	23	0	3
333	Hidden Apartments	Hidden Apartments	585-232-8356	333-	VALERI KUCHARSKI	YONG TARKA	28	0	0	3

Type	Date	Subject	Author
Advertisement	05/24/2009	Free Heat Advertisement	BRENTDEMO
Advertisement	05/24/2009	Lowest One Bedroom in Town Advertisement	BRENTDEMO
Advertisement	05/24/2009	Free One Month Advertisement	BRENTDEMO
Amenities	05/24/2009	List of Amenities	BRENTDEMO
Directions	05/24/2009	Written Directions to Property	BRENTDEMO
Map	05/24/2009	Map to Property	BRENTDEMO
Meeting	05/24/2009	REAC Inspection	BRENTDEMO
Plot Plan	05/24/2009	Plot Plan for Property	BRENTDEMO

List Not Filtered      Age Old Apartments (652)      NUM CAPS      05/24/2009 3:28 PM

This Module is used primarily to store, track view and print information about your managed properties.

- Add/edit information for unlimited number of sites, buildings, units, unit-types, income limits, Mortgages, Set Asides, Rent Tables and more.
- Grouped (or functional) on-screen views:
  - Sites by Regional
  - Sites by Office
  - Sites by Division
  - Sites by RD or HUD office
- Unlimited Note items can track all information relating to a site:
  - Inspections
  - Advertisements
  - Plot Plans
  - Directions
  - Images, etc.
- Assortment of reports including consolidation and combined property reports.

Database Table keeps track of over 230 data fields.

## MultiSite Employee

Views

- List
- by Work Status
- by Sites
- by Apartments
- by Supervisor
- by Title
- by City
- 401k Plan
- Health Plan
- by WorkGroup
- Employee Site

## Active Employees for Angels Corner

Angels Corner

- Brack, Jack ?
- Dombfound, Aadrick ?
- Lawrence, Brent ?
- Sheena, Jackson Z
- Zorro, Robinson Z

+ Bonnie Apartments

+ Brents Apartments

+ Deskview Apartments

+ Hilltop Apartments

+ Horse Creek Apartments

+ Jackie Apartments

+ MaryPeace Apartments

+ Musical Apartments

+ New Garden Apartments

+ NT Apartments

+ Our Gang Apartments

+ Summers Apartments

+ The Bats

+ The Bobsled

+ The Butcher Block

+ The Listings

+ The Pub Apartments

Full Name	Title	Supervisor	B.Phone	H.Phone	Mobile	Pager
Brack, Jack ?	Regional Property Manager	Donald Trump	?	?	?	?
Dombfound, Aadrick ?	Maintenance Helper	Brent Lawrence	?	?	?	?
▶ Lawrence, Brent ?	Maintenance Supervisor	Robinson Zorro	?	?	?	?
Sheena, Jackson Z	Asst Property Manager	Robinson Zorro	?	?	?	?
Zorro, Robinson Z	Property Manager	Jack Brack	?	?	?	?

All Employee Notes			
Type	Date	Subject	Author
▶ Document	05/24/2009	Resume	BRENTDEMO
Letter	05/24/2009	Commendation Letter	BRENTDEMO
Meeting	05/24/2004	Staff meeting	BRENTDEMO
*			

**This Module is used primarily to store, track view and print information about where your Employees work.**

- Link Employees to properties and to supervisors.
- Security levels can be set to limit access to sensitive information.
- Add/Edit information and links to unlimited number of employees.
- Note items track interactions with employees.

## Link Employees to Properties.

Link Employee to Site

File

Selected Employee for Linking to Site

Lawrence, Brent G  
404 Thornwood Rd, Jamestown NC 27282

All Operational Sites		
Site #	Site Name	Apartment Name
311	Angels Corner	Angels Corner
562	APS Apartments	APS Apartments
194	Aviaary Apartments	Aviaary Apartments
327	Bicycle Apartments	Bicycle Apartments
500	Big Time Apartments	Big Time Apartments
313	Bike Apartments	Bike Apartments
316	Bonnie Apartments	Bonnie Apartments
318	Brents Apartments	Brents Apartments
807	Bridge Apartments	Bridge Apartments
786	Campbell Place	Campbell Place
443	Cloud Nine Apartments	Cloud Nine Apartments
143	Cool Apartments	Cool Apartments

Site# Site Name Workgroup

311 Angels Corner MAINT  
500 Big Time Apartments MAINT  
562 APS Apartments MAINT

Add ->

<- Remove

Save All

Edit Workgroup

Close

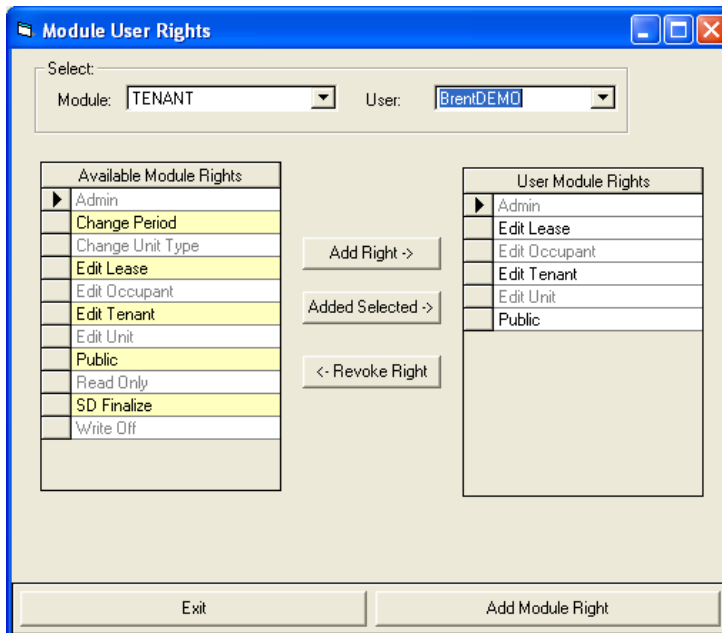
## ADMINISTRATOR Security Module for global and local User Rights

This is your administrator control panel to add or limit access and rights to users for Actions, Letters, Print Packages and Reports.

- Add/Remove Users
  - Add/Edit Module Rights
  - Add/Edit Module Users
  - Add/Edit Module User Rights
  - Add/Edit User Reports
  - Add/Edit User Letters & documents
  - Add/Edit User Divisions and Filters
- 
- Copy Users Reports or Actions to other users or Groups of Users
  - Add temporary or permanent properties to different users
  - Package Print maintenance and customization
  - Letter and Document maintenance and customization
  - Maintain Company default information

Sample Rights distribution form:

- Easy to visually see users and current rights
- Easy to add or remove rights.



The screenshot shows the 'Module User Rights' window. At the top, there are dropdown menus for 'Module' (set to 'TENANT') and 'User' (set to 'BrentDEMO'). Below these are two lists of rights:

Available Module Rights	User Module Rights
Admin	Admin
Change Period	Edit Lease
Change Unit Type	Edit Occupant
Edit Lease	Edit Tenant
Edit Occupant	Edit Unit
Edit Tenant	Public
Edit Unit	
Public	
Read Only	
SD Finalize	
Write Off	

Between the lists are three buttons: 'Add Right ->', 'Added Selected ->', and '<- Revoke Right'. At the bottom of the window are two buttons: 'Exit' and 'Add Module Right'.

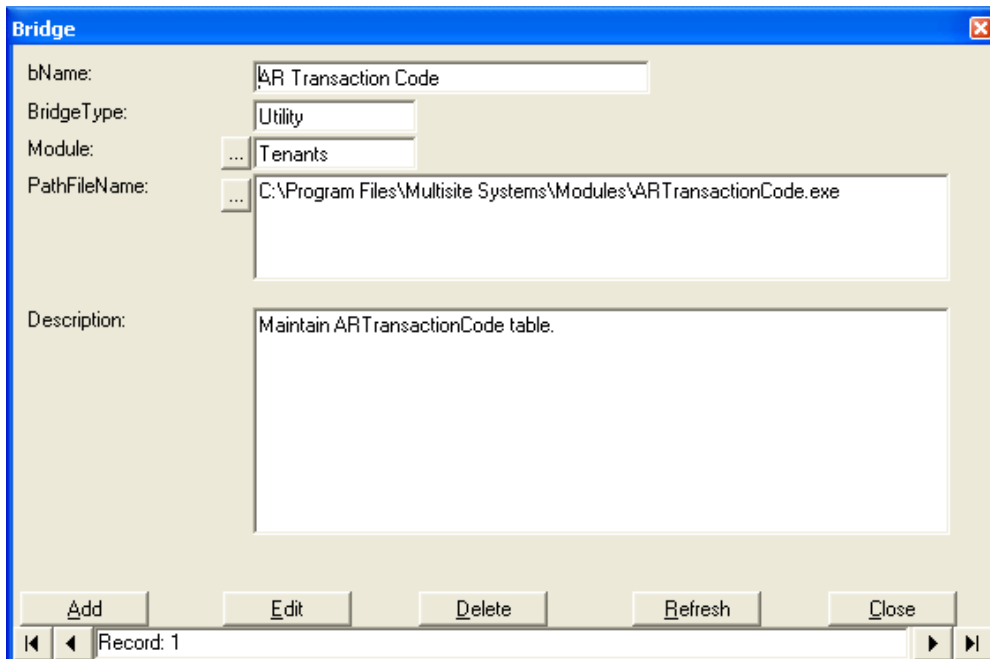
## MultiSite Bridge

Bridge is a launch pad for miscellaneous utilities created by your company or by MultiSite. A convenient place to launch seldom used utilities as well as your own custom designed programs.

If you find yourself using a custom program frequently the launch pad can be added to your MultiSite menu.

Some examples:

- Custom Export to your accounting system or other systems.
- Custom consolidation data operations.
- Tenant Transaction AR Code Maintenance.
- Data Warehousing.
- Custom Import into MultiSite.
- Custom data inquiries and exports.
- MultiSite GL Rebuild utilities.
- Various Recalculation tools.



You are able to add programs that are developed by your staff or selected contractor.

**KEY BENEFITS FOR PROJECT BASED SECTION 8**

- HUD Management control from beginning to end.
  - One fully integrated software means one data entry and complete view and control across your managed properties.
  - Supports “Mixed Bag” of subsidized and non-subsidized properties. Mix and match subsidized, conventional housing, and commercial properties. Yes you can even mix commercial units on your subsidized properties.
  - Mass Gross Rent Changes.
  - Enter 50059 certifications that update other subsidy type TIC’s.
  - Build 202C HAP, Special Claims, Misc Adjustments and transmit via iMAX.
  - Over 1,700 reports and letters available as well as your custom letters and reports means you can standardize all your correspondence. User reports are set by your security settings.
  - Integrated AP, Maintenance & HUD Chart of Accounts for audit tracking your budget expenditures.
  - Tracking begins at the Traffic/Prospect to Applicant to Tenant Move outs.
  - Wait lists maintained automatically.
  - Applicant Pre-Certifications.
  - All document types: leases, mail merged letters and blank Verification forms.
  - Restrictions and Unit Types managed according to security rights.
  - Public or Local Housing Vouchers fully supported.
- 50059 Data Entry
  - One screen data entry for HUD SEC 8, RAP & PRAC, Housing Authority, TC Section 42 LIHTC, USDA Section 515 and HOME Tenant Income Certifications. Users do not have to drill down to Properties, Units, and tenants then household members to enter Assets, Incomes and Expenses. The TIC’s are entered on one screen. Enter the primary TIC and all other TIC’s are generated automatically.
  - Full Crosschecking for all affordable types. Enter one TIC and any other affordable program TIC’s are automatically tested and created and available to print.
- HUD Reporting
  - Next Cert Dates
  - 30-60-90-120 day notices printed in mass.
  - Tenant Subsidized Statistics
  - Waiting List.
  - Excess Income
  - HUD 50059 Sec 8, 202 & 811 PRAC, RAP, Sec 236, Mixed eligibility prorations. Annual Notice and all other HUD related forms.

MultiSite has everything the owner, central office, regional managers and property managers need to visually and tactically keep your properties in compliance with most subsidized and non-subsidized programs. Call us today for more information or a live demo.



## SCREEN VIEWS

### Current Certifications

Unit	Lessee	Eff Date	Next 59	L6a	L6b	TTP	Rent	Utility	Assistance	Trans	Marked for	Base Line
23-01A	ALFREDIA	01/01/2009	10/01/2009	0	3	\$181.00	\$125.00	\$0.00	\$376.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23-01B	SHELLI GICA	03/01/2009	03/01/2010	4	0	\$178.00	\$122.00	\$0.00	\$379.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23-01C	PEARLE ZIDE	01/01/2009	08/01/2009	0	3	\$253.00	\$197.00	\$0.00	\$304.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23-01D	BURCHESS	01/01/2009	10/01/2009	0	3	\$117.00	\$61.00	\$0.00	\$440.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Certification History

UnitID	Eff Date	L6 Action A	L6 Action B	T.Rent	Subsidy	U.Reimburse	Transmitted
23-01B	03/01/2006	1	0	\$126.00	\$361.00	\$0.00	<input checked="" type="checkbox"/>
23-01B	03/01/2007	4	0	\$132.00	\$355.00	\$0.00	<input checked="" type="checkbox"/>
23-01B	03/01/2008	4	0	\$136.00	\$351.00	\$0.00	<input checked="" type="checkbox"/>
23-01B	01/01/2009	0	3	\$131.00	\$370.00	\$0.00	<input checked="" type="checkbox"/>
23-01B	03/01/2009	4	0	\$122.00	\$379.00	\$0.00	<input checked="" type="checkbox"/>

### Transmissions

Voucher Period	Date Stamp	Time Stamp	User ID	Path File Name
052009	04082009	162705	brent_ib	m:\MultiSite\HUD\TRACS\
052009	04082009	162649	brent_ib	m:\MultiSite\HUD\TRACS\
052009	03292009	094317	brent_ib	m:\MultiSite\HUD\TRACS\
042009	03122009	101137	brent_ib	m:\MultiSite\HUD\TRACS\
042009	03092009	103313	brent_ib	m:\MultiSite\HUD\TRACS\
042009	03092009	103257	brent_ib	m:\MultiSite\HUD\TRACS\
032009	02092009	152137	brent_ib	m:\MultiSite\HUD\TRACS\
032009	02092009	152023	brent_ib	m:\MultiSite\HUD\TRACS\
022009	01202009	151512	brent_ib	m:\MultiSite\HUD\TRACS\

Tenants in selected Transmission												
Unit	Lessee	Eff Date	Next 59	L6a	L6b	L7a	TTP	Rent	Utility	Assistance	Trans	BaseLine
23-05A	KELSIE	03/31/2009	01/01/2010	11	11	1	\$649.00	\$649.00	\$16.00	\$584.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23-05B	LOIS WOLFF	03/31/2009	08/01/2009	11	11	1	\$649.00	\$649.00	\$56.00	\$624.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23-05C	HANNELORE	05/01/2009	05/01/2010	4	0	1	\$377.00	\$296.00	\$0.00	\$272.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23-05D	MARGUERITE	05/01/2009	05/01/2010	4	0	1	\$95.00	\$14.00	\$0.00	\$554.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23-06A	BRYON DAVE	05/01/2009	12/01/2009	5	0	1	\$116.00	\$50.00	\$0.00	\$477.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23-06C	KESHIA FAZZIO	04/01/2009	04/01/2010	4	0	1	\$170.00	\$104.00	\$0.00	\$423.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23-06D	KARREN	04/06/2009	04/01/2010	1	0	1	\$205.00	\$139.00	\$0.00	\$388.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23-08C	CLARITA	05/01/2009	05/01/2010	4	0	1	\$170.00	\$104.00	\$0.00	\$423.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23-11C	CARDLINE	04/01/2009	04/01/2010	1	0	1	\$155.00	\$89.00	\$0.00	\$438.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
											<input type="checkbox"/>	<input type="checkbox"/>

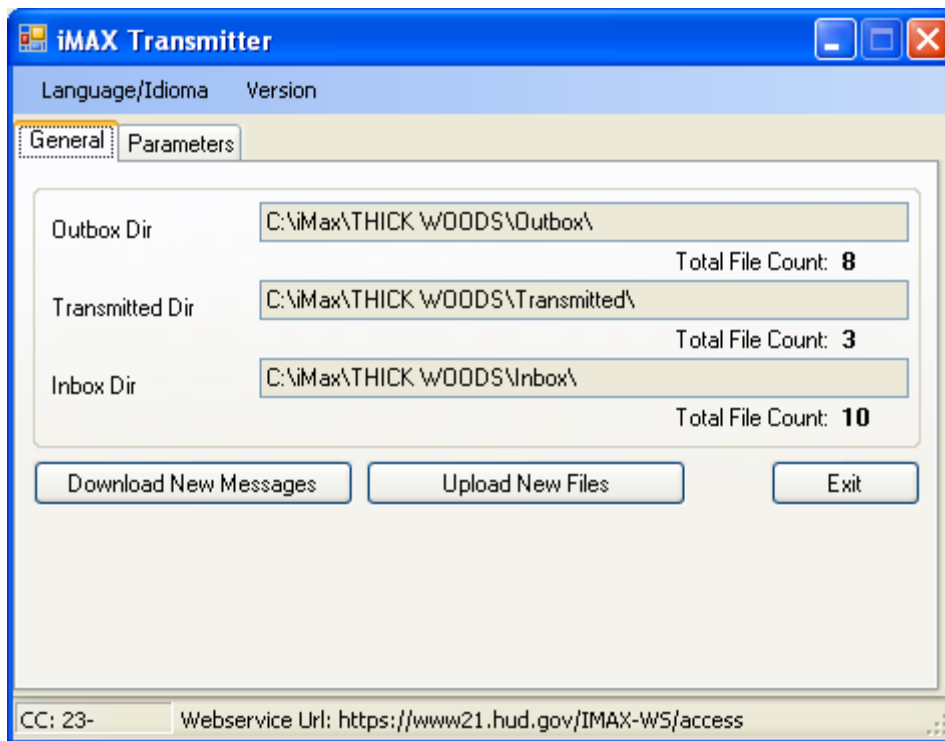
## HAP Voucher History

Voucher Period	Units	L10.1 Amt Req	L10_2 Adj Req	L10_2 Amt Req	L10_5 TSubsidy	Marked for	Transmitted	Hud
052009	25	\$10,581.00	0	\$0.00	\$10,581.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
052009	31	\$11,898.00	0	\$0.00	\$11,898.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
042009	26	\$11,187.00	4	(\$369.00)	\$10,818.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
042009	30	\$11,307.00	1	\$627.00	\$11,934.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
032009	27	\$11,849.00	27	\$1,866.00	\$13,715.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
032009	29	\$10,780.00	30	\$1,998.00	\$12,778.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
022009	26	\$11,159.00	4	(\$253.00)	\$10,906.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
022009	29	\$10,210.00	1	\$175.00	\$10,485.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

52670A in selected Voucher									
UnitID	Name	L10	L11a	L11b	L12a	L13	L14a Requested	Adjustment	Description
23-05C	SOLES, CANDACE				05/01/2010		\$272.00	<input type="checkbox"/>	23-05C Sec8 Subsidy
23-05D	LLOYD, MICHELE				05/01/2010		\$554.00	<input type="checkbox"/>	23-05D Sec8 Subsidy
23-06A	KINLAW, TAMMY				12/01/2009		\$477.00	<input type="checkbox"/>	23-06A Sec8 Subsidy
23-06B	MIDYETTE, AMBER				03/01/2010		\$427.00	<input type="checkbox"/>	23-06B Sec8 Subsidy
23-06C	BALDWIN, PATRICIA				04/01/2010		\$423.00	<input type="checkbox"/>	23-06C Sec8 Subsidy
23-08A	RIVERS, SHIRLEY				04/01/2010		\$209.00	<input type="checkbox"/>	23-08A Sec8 Subsidy
23-08B	BARNETT, DIANA				06/01/2009		\$513.00	<input type="checkbox"/>	23-08B Sec8 Subsidy
23-08C	SILVAS, BARBIE				05/01/2010		\$423.00	<input type="checkbox"/>	23-08C Sec8 Subsidy
23-08D	ASHER, BRITNEY				01/01/2010		\$524.00	<input type="checkbox"/>	23-08D Sec8 Subsidy

## *iMAX Transmitter*



The screenshot shows the iMAX Transmitter application window. It has a title bar with the text 'iMAX Transmitter' and standard Windows window controls. Below the title bar is a menu bar with 'Language/Idioma' and 'Version'. There are two tabs: 'General' (selected) and 'Parameters'. The 'General' tab contains three text input fields for directory paths: 'Outbox Dir' (C:\iMax\THICK WOODS\Outbox\), 'Transmitted Dir' (C:\iMax\THICK WOODS\Transmitted\), and 'Inbox Dir' (C:\iMax\THICK WOODS\Inbox\). To the right of each field is a 'Total File Count' label with a value: 8 for Outbox, 3 for Transmitted, and 10 for Inbox. At the bottom of the main area are three buttons: 'Download New Messages', 'Upload New Files', and 'Exit'. At the very bottom, there is a status bar with 'CC: 23-' and 'Webservice Url: https://www21.hud.gov/IMAX-W5/access'.

The iMAX transmitter is automated and only asks you to Upload or download new files. You can, alternatively, set to upload/download by date range. The form also can display multiple languages. You can view/print your Inbox, Outbox and Transmitted Boxes.

You can log directly on the to iMAX Secure Login from MultiSite.

## On-Screen Data Entry Form (partial view)

13. Mbr. No.	14.a. Last Name of Family Member	14.b. First 8 Letters of First Name	14.c. M.I.	15. Relationship to Head of Household	16. Sex	17. Date of Birth	18. Age	Status Code
Head	ELLIS	TEGGY	E	Head Of Household	F	08/04/1970	30	H
2	ELLIS	ADRIAN	L	CHILD DEPENDANT	M	08/21/1999	8	
3						01/01/2599	0	
4						01/01/2599	0	
5						01/01/2599	0	
6						01/01/2599	0	
7						01/01/2599	0	
8						01/01/2599	0	
9						01/01/2599	0	

13. Mbr. No.	20. Social Security Number or Alien Registration Number	21. Elig. Code	Race	Ethnicity	24. a. Number of Family Members
Head	111-22-3333	A	EC	W	2
2	111-22-3333	A	EC		
3	- -	A	EC		
4	- -	A	EC		
5	- -	A	EC		
6	- -	A	EC		
7	- -	A	EC		
8	- -	A	EC		
9	- -	A	EC		

PART III - NET FAMILY ASSETS AND INCOME (Read instructions before completing this chart)				PART IV - ALLOWANCES AND ADJUSTED INCOME		PART VI - FAMILY RENT and SUBSIDY INFORMATION (See Instructions)	
26. a. Type of Assets	26. b. C or I	26. c. Cash Value of Assets	26. d. Actual Yearly Income from Assets	36. Allowance for Dependents (Item 25 x \$480)	\$	47. WELFARE RENT	\$
		0	0		480	9	0
		0	0	37. Child Care Allowance	\$	48. HCDA percentage (leave blank if BMR)	29%
		0	0	8	0	<input checked="" type="checkbox"/> 30%	
		0	0	38. 3% of Annual Income (.03 x Item 31)	\$	49. HUD-50059 Worksheet used (See Instructions)	E
		0	0		229		
		0	0	38.a. Total Handicapped Assistance Expenses....	\$	50. TOTAL TENANT PAYMENT (TIP)	\$
		0	0		0		169
		0	0	39.b. Allowance for Handicap Assistance (See Instructions).	\$	51. TENANT RENT	\$
		0	0		0		113
TOTALS					0		
IF the Total in Column 26.c. exceeds \$5,000, complete Item 27. Otherwise, enter "N.A." in Item 27 AND GO TO Item 28.				40.a. Total Medical Expenses (Elderly Households Only)	\$	52. UTILITY REIMBURSEMENT	\$
					0		0
27. IMPUTED INCOME FROM ASSETS: Enter the HUD-approved Passbook Rate here and multiply the Total in Item 26.c. by that rate.				40.b. Allowance for Medical Expenses (see instructions)	\$	53. ASSISTANCE PAYMENT (line 46 minus line 50)	\$
2 %					0		388
28. INCOME (USE ANNUAL AMOUNTS) (Read instructions before completing this Chart).				41. Elderly Household Allowance (see instructions)	\$	54. Percentage of Adjusted Income Charged	30 %
28. Mbr. No.	28.a. Care Code	28.b. Employment or Business	28.c. Social security, Pensions, etc.	28.d. Public Assistance	28.e. Other Income	42. Total Allowances (Add lines 36, 37, 39b, 40b and 41)	\$
		0	7644	0	0	880	
						43. ADJUSTED INCOME	\$
						6764	

PART VII - UNIT ASSIGNMENT	
55. Did the 1983 HURRA Rent Limitations affect the Tenant's Rent?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

This form is easy for users to fill out because you enter data directly into a computer version of the actual form layout. All calculations except entry of income and assets are done for the user. Recertification's can be entered very, very quickly.

## Transmission History

C Code	Apart Name	User
6-	Cool Apartments	brentdemo
51-	Dizzy Duke Apartments	brentdemo
27-	The Palms	brentdemo
12-	Hilltop Apartments	brentdemo
7-	Still Spring Apartments	brentdemo
28-	The Hitchin Post	brentdemo
14-	Age Old Apartments	brentdemo
37-	Brents Apartments	brentdemo
23-	Thick Woods	brentdemo
38-	Top Of The Mark	brentdemo
22-	Winter Apartments	brentdemo
24-	Pages Apartments	brentdemo
52-	The Bats	brentdemo
30-	Your Place Apartments	brentdemo
7-	Still Spring Apartments	brentdemo
7-	Still Spring Apartments	brentdemo
7-	Still Spring Apartments	brentdemo
7-	Still Spring Apartments	brentdemo
18-	Lakeview Apartments	brentdemo
18-	Lakeview Apartments	brentdemo

Transmit Cert Details							
	UnitID	RD Unit #	Eff Date	Cert Type	Full Name	Confirmed	User
	18-109	109	01/01/2009	R	Martin, Linda	<input checked="" type="checkbox"/>	brentdemo
	18-108	108	01/01/2009	R	SONKIN, CHI	<input checked="" type="checkbox"/>	brentdemo

We have a lot more to show you, please contact us today for information or a painless online demonstration.

### **FINAL NOTE:**

For your convenience we have tried to limit the information in this paper. By limiting the scope of each information paper we are able to display large readable screenshots and with a minimum number of pages for you to print out. We also provide information papers regarding our integrated abilities for other affordable housing, conventional and commercial properties and mixed properties.

Thank you for giving us this opportunity to show off our HUD Project based Abilities.