



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



Tenant Management 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

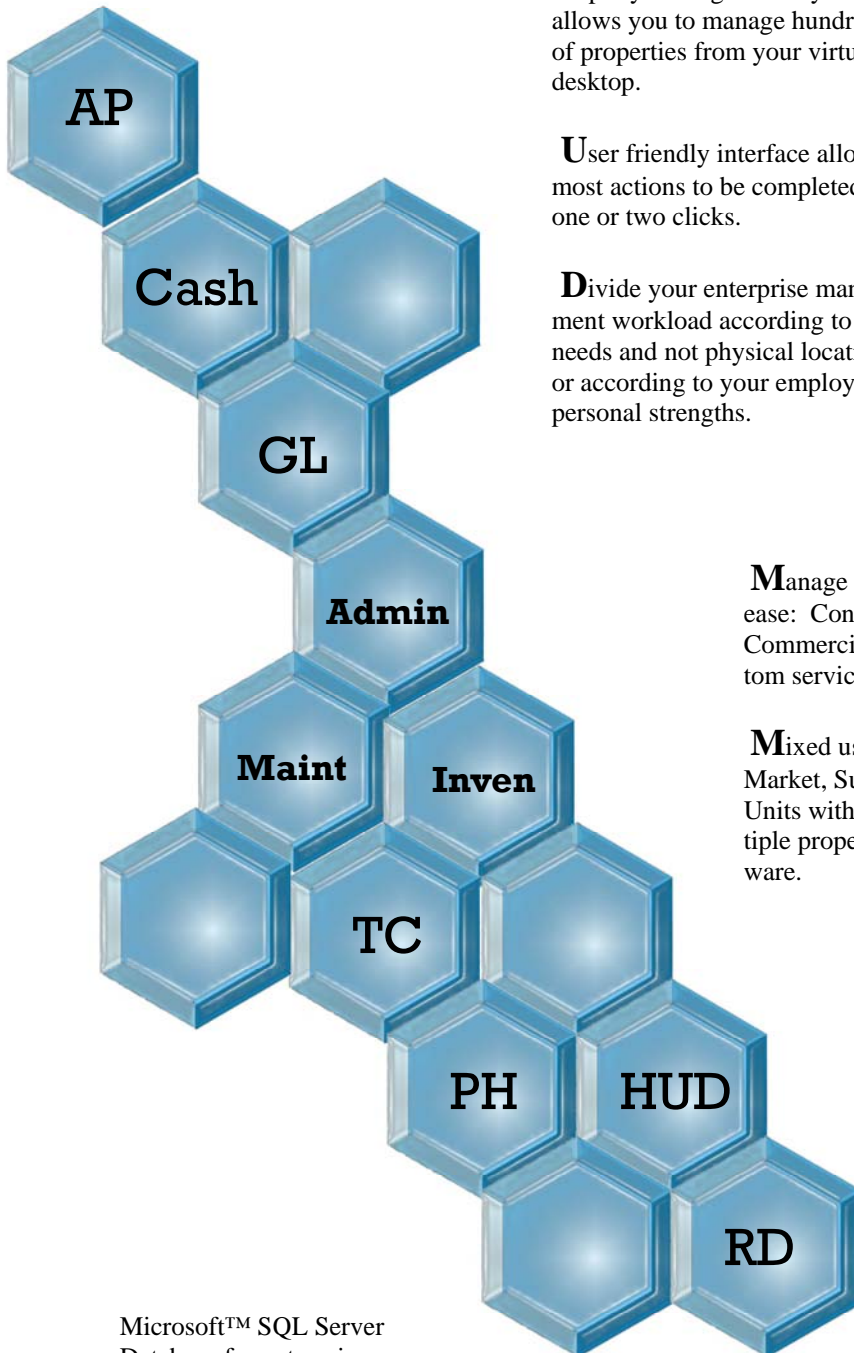
MultiSite Systems, LLC is based in Jamestown, North Carolina. Our company began in 1995 as a partnership with a large property management company in Greensboro, North Carolina. In 2005 MultiSite has gained the shares of that management company and are independently owned and operated.

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.

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

User friendly interface allows most actions to be completed in one or two clicks.

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

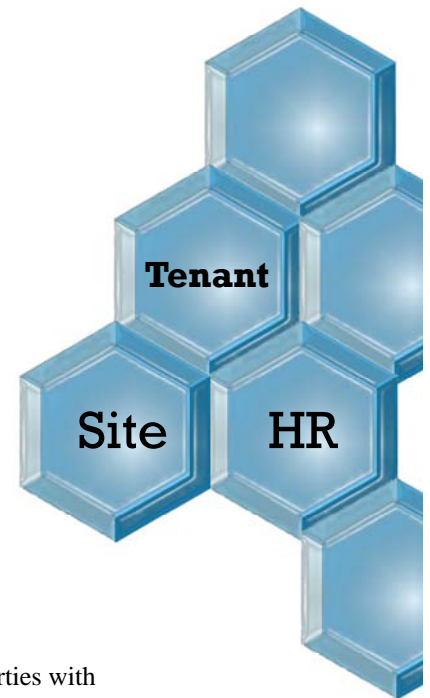
Manage Mixed Properties with ease: Conventional, Subdized, Commercial, Industrial or custom services only.

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

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

Custom features interest you? We can and cheerfully help you customize MultiSite for your needs.

Offer 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

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
<div style="text-align: right;">Regional Mgr View</div>							
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%		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
<div style="text-align: right;">Property Mgr View</div>							
^ TOTALS (9)		981	19	33	98.06%	(\$33,980.14)	Conventional
<div style="text-align: right;">Property Mgr View</div>							
All Managed Sites - AIMEE HODGDON							
Apartment Name	Site Name	Units	V	N	Occup %	Balance	Program Type
Moms Place	Moms Place	288	7	16	97.57%		Conventional
<div style="text-align: right;">Property Mgr View</div>							
^ TOTALS (1)		288	7	16	97.57%	\$357.99	Conventional
<div style="text-align: right;">Property Mgr View</div>							
All Managed Sites - AIMEE HODGDON							
Apartment Name	Site Name	Units	V	N	Occup %	Balance	Program Type
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
<div style="text-align: right;">Property Mgr View</div>							
^ TOTALS (38)		3444	72	103	97.91%	(\$84,603.83)	Conventional

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

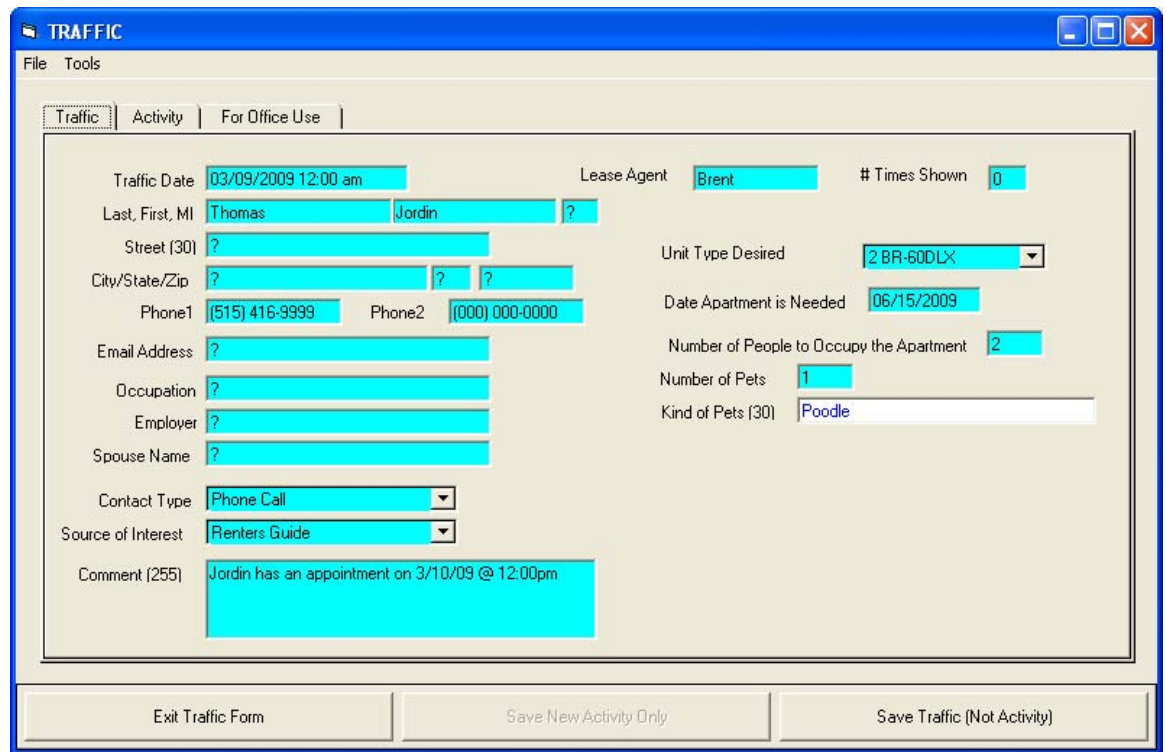
All Sites; Units; Vacant Units; Notices; Past Tenants; RA Open Acct; Pre Deposit Slip; Audit Trail; Deposit View; Misc Income; Ready Dates; Buildings; TC Summary; Tenant; Occupants; Lease; Account History; Unit Lease History; Tenant Lease History; SD History; RA Detail; Cert History and more...

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

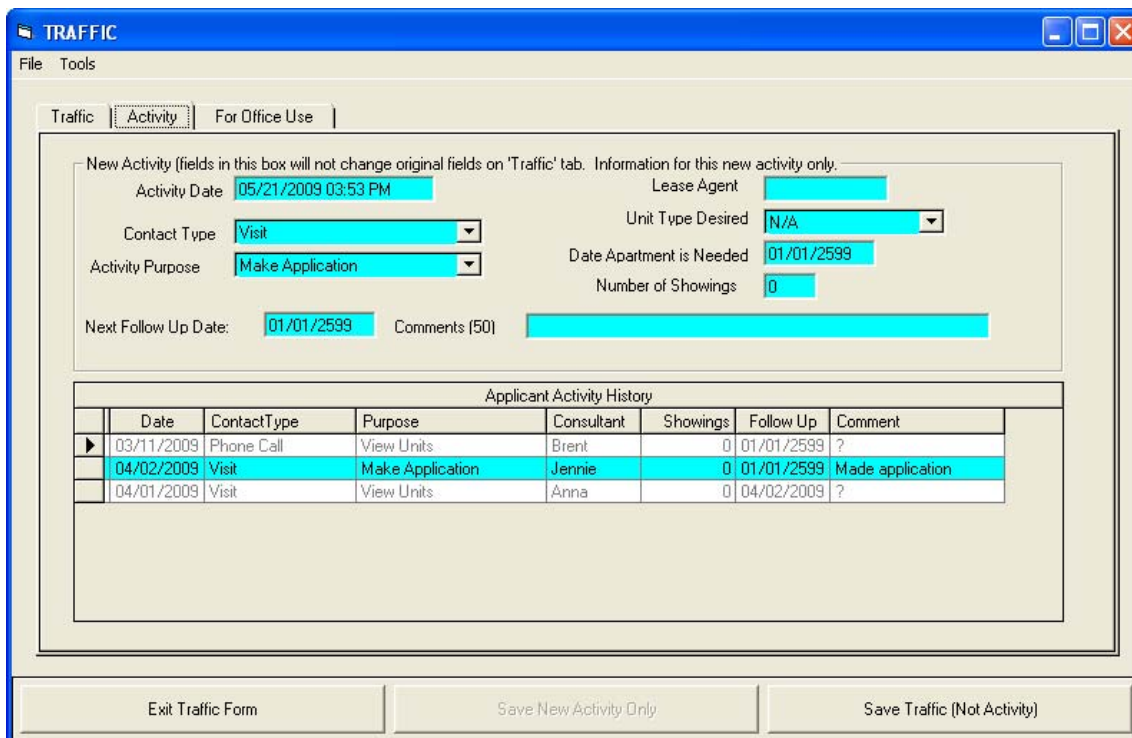


The screenshot shows the 'TRAFFIC' window with the 'Traffic' tab selected. The form contains the following fields:

- 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
- Unit Type Desired: 2 BR-60DLX
- Date Apartment is Needed: 06/15/2009
- Email Address: ?
- 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:
- 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):

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	?

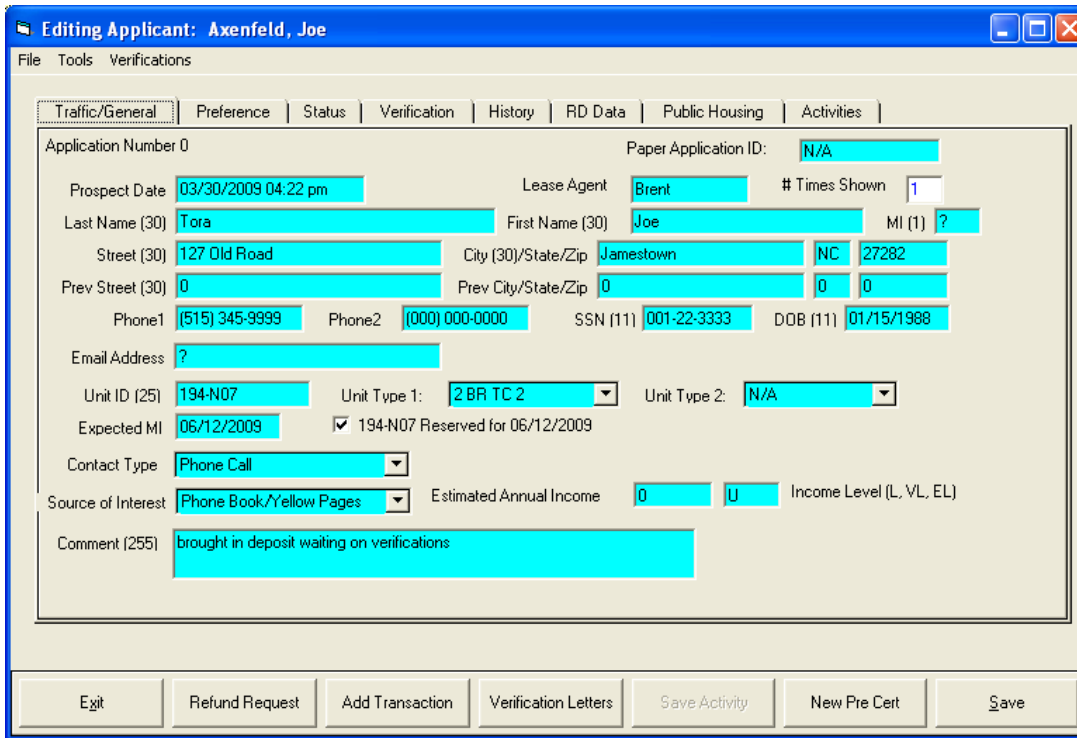
Buttons at the bottom: Exit Traffic Form, Save New Activity Only, Save Traffic (Not Activity).

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

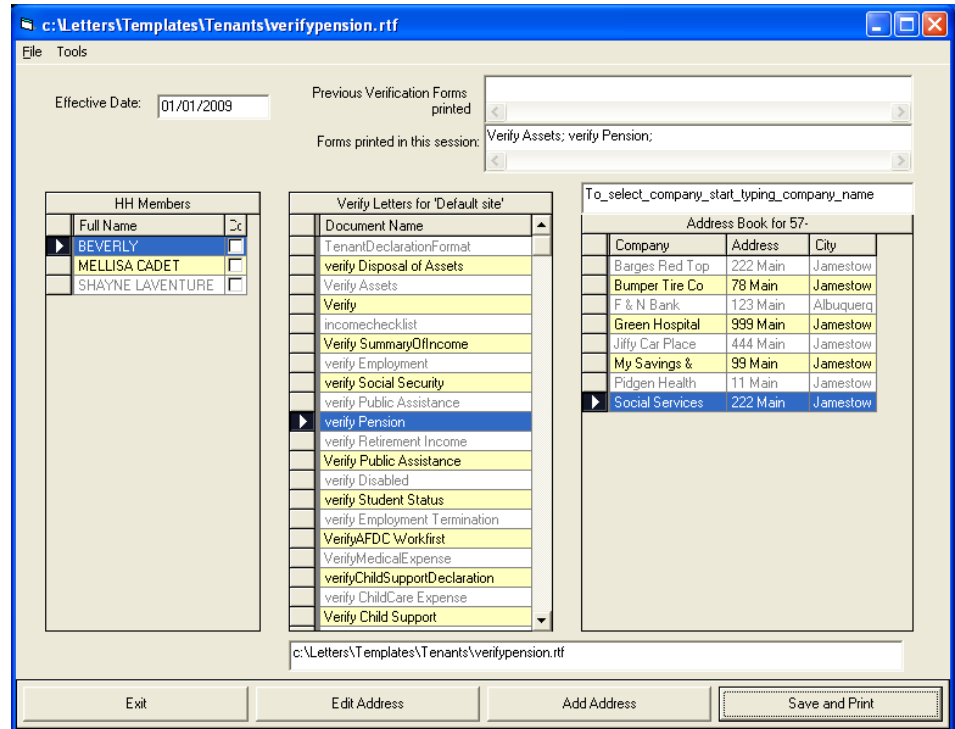
Print

PACKAGE PRINT LETTERS

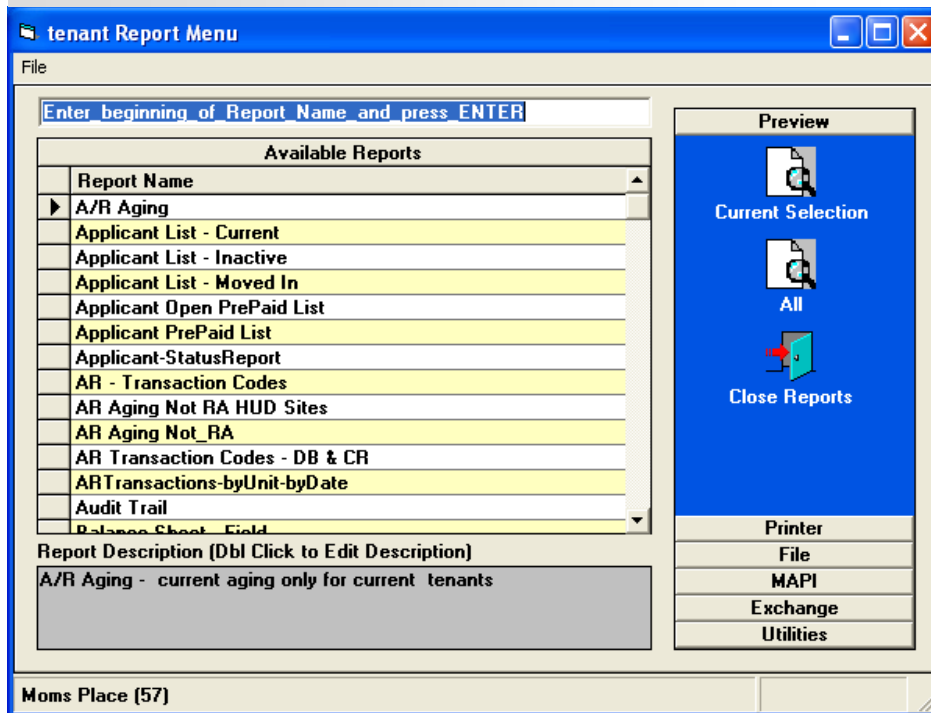
- Automatically print a collection of letters, reports and documents for "Named Tasks".
- Use our "Named Tasks" or create your own, like:
 - Move-In
 - Move-Out
 - Transfer
 - Property Close
 - Accounting Close
 - And many more
 - We do not restrict , we enable you to do what you need.

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

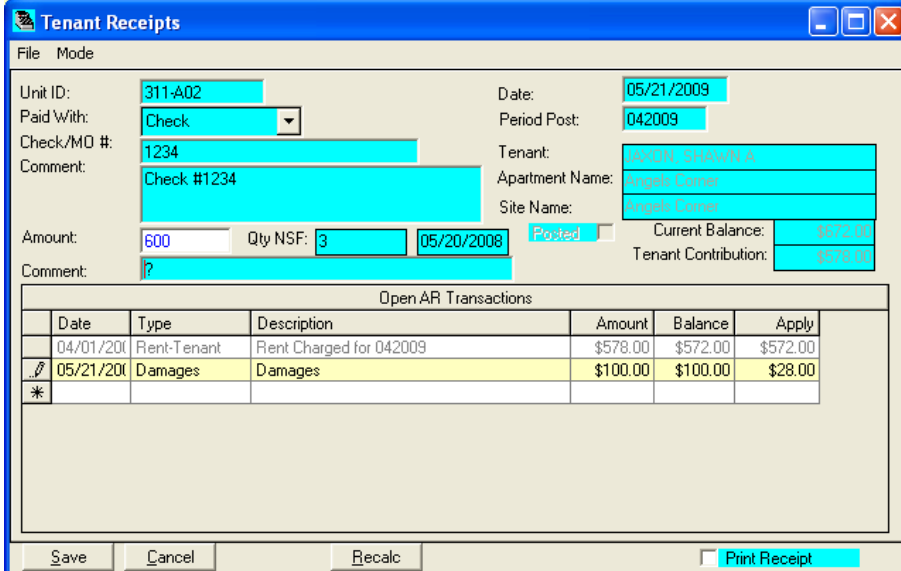


- We have over 500 reports, really we do.
- Don't see a report you need, just ask us and we can usually add a report in a day or so.
- You may even want to create your own reports.

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 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.

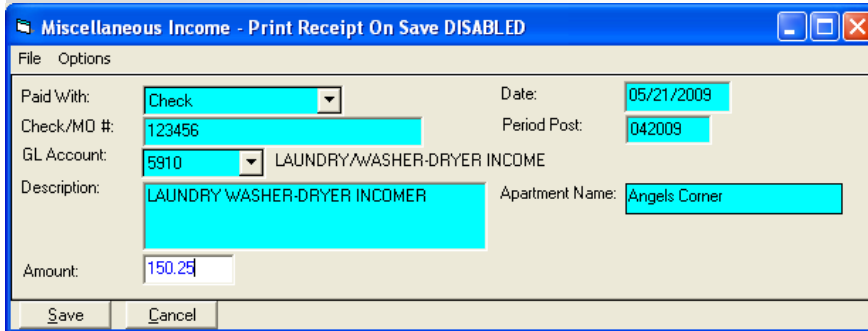
DEPOSIT SUMMARY VIEW

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.

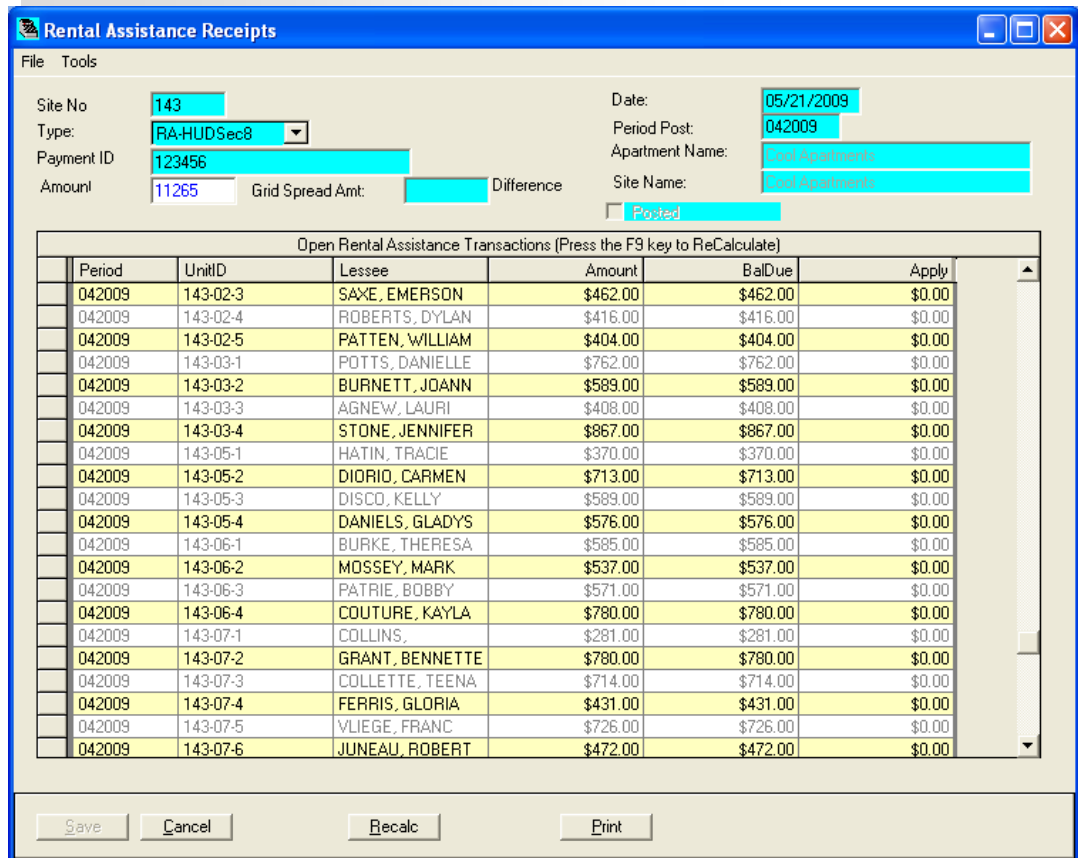
MISCELLANEOUS INCOME RECEIPTS



- 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.



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	VLEGE, 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
VID "Not Updatable"	brent1
GID	
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.



Check Wizard 1

Options

 **AP Check Wizard**

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

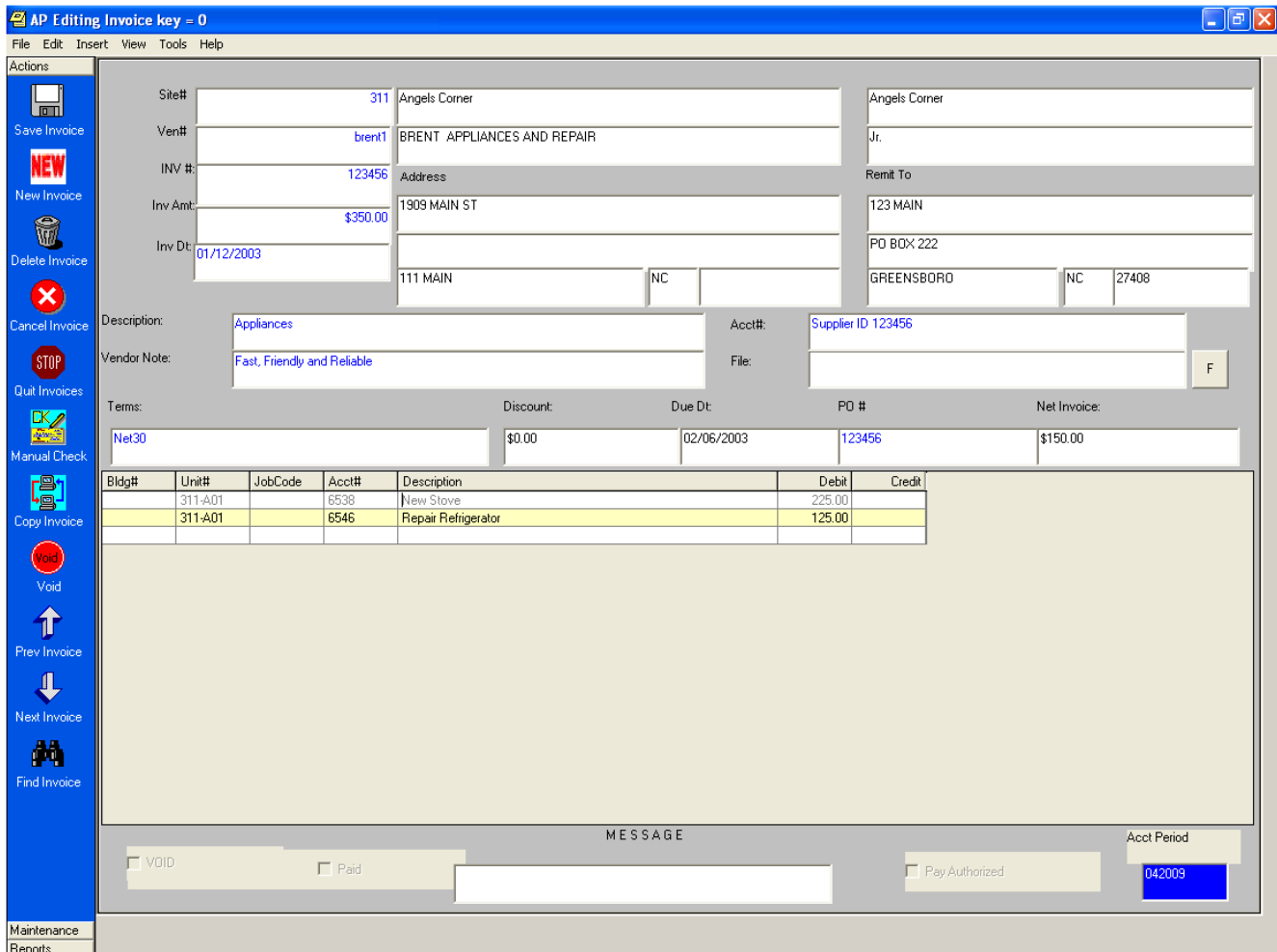
Post Checks to Period

Check Date

Select One

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


Utility Vendors ☐ Select by PM(s) ☐





AP Editing Invoice key = 0


File Edit Insert View Tools Help


Actions


Save Invoice 


New Invoice 


Delete Invoice 


Cancel Invoice 


Quit 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

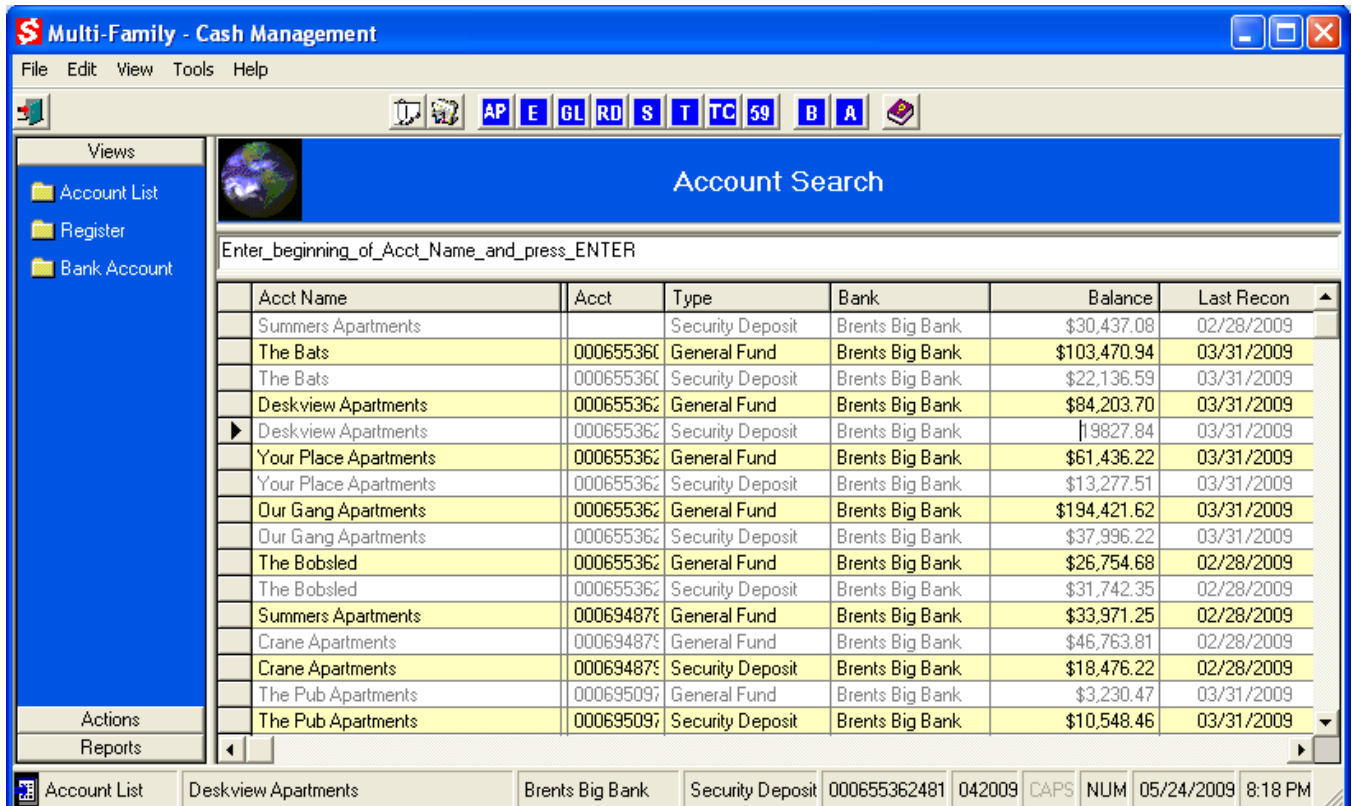
Maintenance Reports

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

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

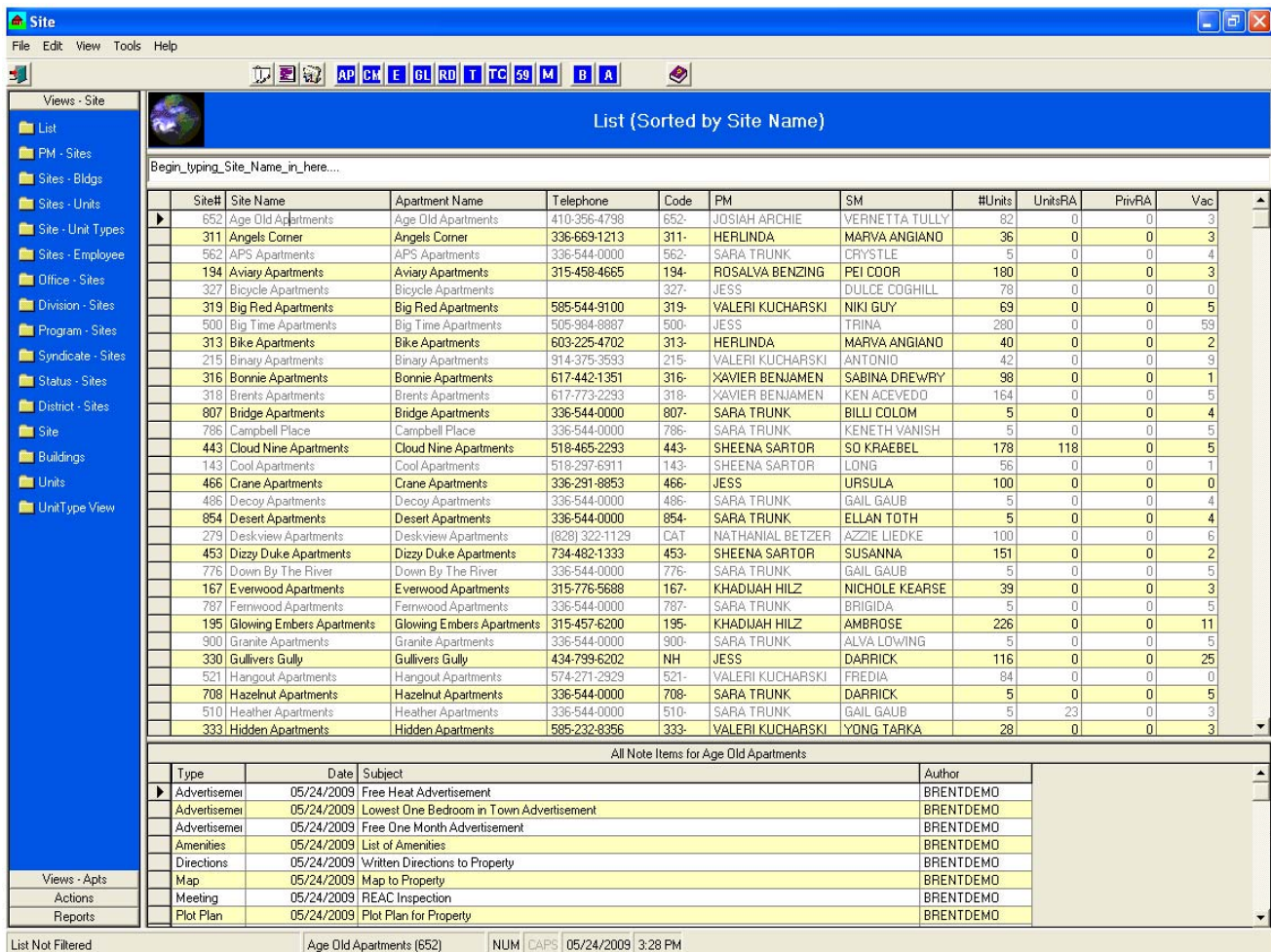
Auditor friendly:

- 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 window. The top menu bar includes File, Edit, View, Tools, and Help. Below the menu is a toolbar with various icons. The left sidebar shows a tree view of the application structure, including Views - Site, 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 is titled 'List (Sorted by Site Name)' and contains a table of site information. Below the table is a section for 'All Note Items for Age Old Apartments'.

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

At the bottom of the window, there is a status bar showing '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

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	Aviary Apartments	Aviary 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

Add ->

< - Remove

Save All

Edit Workgroup

Close

Site#	Site Name	Workgroup
311	Angels Corner	MAINT
500	Big Time Apartments	MAINT
562	APS Apartments	MAINT

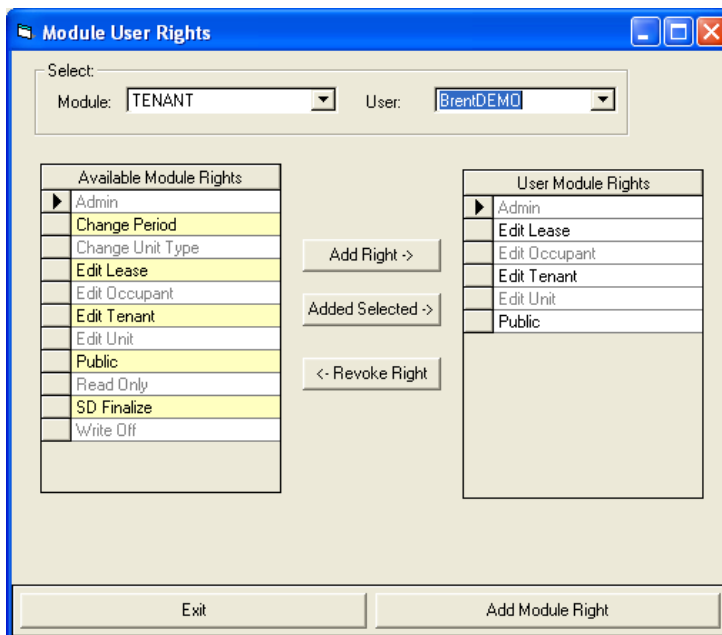
ADMINISTRATOR Security Module for global and local User Rights

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 a window titled "Module User Rights" with a blue title bar. Inside, there are two dropdown menus at the top: "Select:" with "Module: TENANT" and "User: BrentDEMO". Below these are two columns of rights. The left column, "Available Module Rights", lists: Admin, Change Period, Change Unit Type, Edit Lease, Edit Occupant, Edit Tenant, Edit Unit, Public, Read Only, SD Finalize, and Write Off. The right column, "User Module Rights", lists: Admin, Edit Lease, Edit Occupant, Edit Tenant, Edit Unit, and Public. Between the columns are three buttons: "Add Right ->", "Added Selected ->", and "<- Revoke Right". At the bottom are two buttons: "Exit" and "Add Module Right".

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	

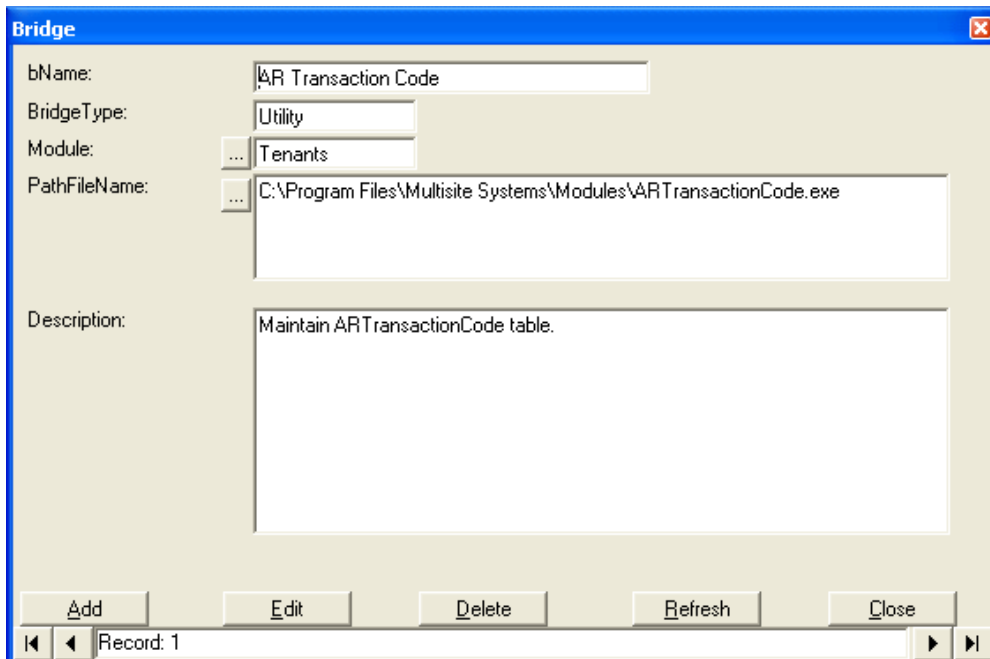
MultiSite Bridge

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.



The screenshot shows the 'Bridge' application window. It has a blue title bar with the text 'Bridge' and a close button. The main area contains several fields: 'bName:' with the value 'AR Transaction Code', 'BridgeType:' with the value 'Utility', 'Module:' with a dropdown menu showing 'Tenants', and 'PathFileName:' with a text box containing 'C:\Program Files\Multisite Systems\Modules\ARTransactionCode.exe'. Below these is a 'Description:' field with the text 'Maintain ARTransactionCode table.'. At the bottom, there are five buttons: 'Add', 'Edit', 'Delete', 'Refresh', and 'Close'. A status bar at the very bottom shows 'Record: 1' with navigation arrows.

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