**PROPERTY MANAGEMENT FEATURE LIST**

Standard and custom reports with scheduling options so reports can be received at a time convenient to the user

Alerts so expiration of a lease and other significant changes in the system can be used to notify a user

Tenant portal

* Service requests with photos attached can be sent by a tenant
* tenant can update their information
* Payment options that include debit and credit cards that cause a ripple effect on ledger accounts
* invoices can be stored so they can be produced as evidence later
* Backup option is provided

Documents can be signed on the system

Records of non-electronic payments are well documented

**Unit and tenant management features**

**Units**

* User-defined unit type
* Unit size and market value
* Bedroom, bathroom, key, parking
* User-defined utilities
* User-defined appliances
* User-defined amenities
* User-defined fields
* Events log

**Tenants**

* Alternate tenant address
* Property-sensitive pool
* Multiple leases
* Custom anniversary date
* Events log
* User-defined status
* User-defined fields
* Restrictive charges, payments and legal notices
* User-defined tenant’s status

**Tenant unit**

* Multiple tenants per unit
* Multiple units per tenant
* Multiple leases for each tenant-unit
* Multiple recurring charges for each tenant-unit
* Separate move-in/move-out to/from each unit

##### Legal notices

* Pre-loaded standard notices
* User-defined notices
* Single tenant process
* Multiple tenants process
* Selective recipients (scoping by criterion)
* Restrictions (in legal)

##### Payroll module

##### Accounting and Banking

* Both accrual and cash at all times
* Financial statements per property
* Aggregate (consolidated) financial statements
* Budgeting
* Fixed asset management
* Recurring journal entries
* Automated reversal in next period
* Cross-reference to external chart
* Multiple bank accounts, linkable to individual or multiple properties
* Bank reconciliation
* Account register
* MICR deposit slip
* Deposit slip per property
* Combined deposit slip per account

##### Productivity and security features

##### Productivity

* Custom tool bar
* Security-controlled visibility
* Online help
* Free user support forums
* Context-sensitive help
* Automatic updates

##### Security

* Separate login for each user
* Custom security per user
* Restrict access to specific functions
* Restrict access to specific properties
* Window/feature-level security
* Ability to turn on-off

###### Graceful switch to a single user mode

##### Paperless office

* Multiple comments per item
* Support for digital images
* External document attachments

##### Receivable

##### Multiple recurring charges per tenant

##### Completely automated recurring charges

##### Multiple recurring charges per unit

##### Time-sensitive recurring charges

##### Custom charges

Handling prospective tenants after creating a property

Marketing section

Accounting module to handle receivables

Reports

* Rent Roll
* Income statement containing revenue and  expenses
* Owner statement containing performance, work orders  and units
* Tenant statements
* Tenant delinquencies
* Upcoming renewals
* Work orders