

UNIT MANAGEMENT

SETUP

- Manage unit types and % of ownership
- Manage parking types and % of ownership
- Manage locker types and % of ownership
- Manage key types
- Customize unit classification codes

UNIT INFORMATION

- Owner and tenant names & addresses
- Phone numbers
- Email addresses
- Enterphones
- Parking spots
- Lockers
- Key & Access devices
- Bicycle racks
- Unit fee management
- Post-dates & PAP management
- Banking
 - > Pre-authorized payment account
 - > Mortgage account
- Document library for each unit account
- Maintain list of authorized access to units
- Custom classification of owners and tenants
- Maintain information about unit upgrades

REPORTS

- Fee & percentage reports
- Post-dates & PAP's on file
 - > Adjust PAP amounts to account balances
 - > Re-generate PAP for new fiscal period
- Parking spots
- Lockers
- Unit key reports
- Address reports
- Voter List
- Envelope label merge data
- Unit fee letter merge data
- Unit information sheets
- Banking Reports
- Generate lien notice
- Generate status certificate
- Merge information into template documents for printing or emailing

UTILITIES

- Distribute new fees to unit accounts from budget calculation
- Customize chargeable fees by unit account
- Install annual rent increase (Rental)
- Print rent increase notice
- Process credit check (Rental)
- Manage multi-year leases with increases (Commercial)