



RENTAL OWNER SITE INSTRUCTIONS

FINANCIALS AND GENERAL LEDGER

The Financials page reports property income and expense activity. You can drill down to specific line items within the General Ledger.

Property account (Cash basis)	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Total as of 12/31/2015
Beacon Hill					
Income					
Rent Income	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Total income	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Expenses					
Total expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net operating income	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Net income	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00

To access this page:

1. Go to the Rental owner menu.
2. Click the Financials page.

RENTAL OWNER LEDGER

The Rental owner ledger shows all owner contributions and owner draws.

To access this page:

1. Go to the Rental owner menu.
2. Click the Rental owner ledger page.

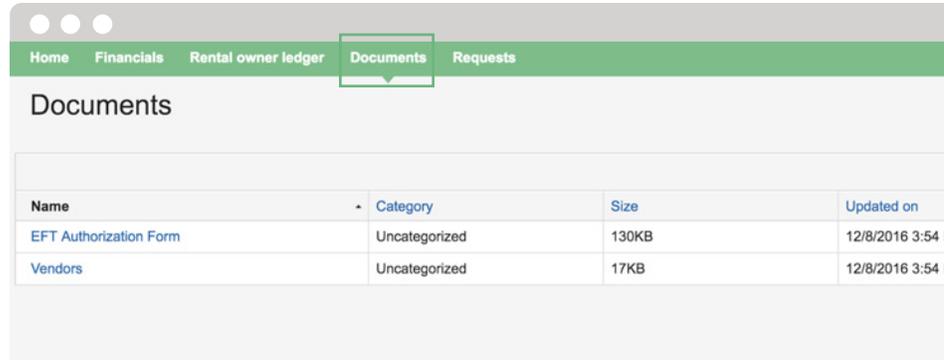
Date	Property	Memo
Owner Draw		
11/3/2015	Beacon Hill	Owner Draw
Owner Draw total		

DOCUMENTS

The Documents page shows all files that have been shared with you, such as a management agreement or property condition reports.

To download a document:

1. Go to the Rental owner menu.
2. Click the Documents page.
3. Click the document you wish to download.



SEND FUNDS

Send money immediately for repairs or capital expenses with online payments. You can send funds as long as the bank account being used is enabled for ePay and you have been enabled to send funds.

To send funds:

1. Log into your portal and click the Send funds button.
2. You will begin a three-step process to submit your payment electronically.

After you finish your submission, the transaction will automatically begin funding into the default operating account of that property.

The screenshot shows a 'Send Funds' form with a title bar and a progress indicator showing '1. Payment info', '2. Review payment', and '3. Confirmation'. The form includes a dropdown menu for the property name, currently set to 'Copley Square'. Below this are fields for 'Pay this amount' (set to '\$0.00') and 'On this date' (set to '7/6/2017'). The 'Pay with' section has a dropdown menu set to 'eCheck'. The 'Account owner name' section has 'First' and 'Last' name fields. The 'Account type' section has a dropdown menu set to 'Checking'. The 'Routing number' field is labeled '9-digit number' and the 'Account number' field is empty. At the bottom, there is a 'Memo' field with a character count of '46' and two buttons: 'Review' and 'Cancel'. A green bracket on the left side of the screenshot points to the 'Send Funds' title.

REQUESTS

The Requests tab allows for the submission of maintenance requests.

To submit a request:

1. Go to the Rental owner menu.
2. Go to the Requests page.
3. Click Add request.
4. Complete the form.
5. Click Submit.

A full history of the request is available online. To access it, click the request from the Requests page.

Home Financials Rental owner ledger Documents Requests

Submit a request

Please complete the form below and we'll get back to you as soon as possible. If your request involves multiple maintenance tasks, please submit each one as a separate request.

Subject
Yearly Property Inspection Assessment

Description 65379
Hi there,
I'd like to request a copy of the yearly property inspection assessment completed on my property, Beacon Hill.

+ Attach files or photos...

Property
Beacon Hill Select a unit...

Submit Cancel

REPORTS

The Reports tab allows you to run selected reports about your properties on demand. Data is updated in real time. To access this page, click the Reports menu at the far right of the navigation bar.

Home Financials Rental owner ledger Documents Requests Reports

Reports

Financial reports <ul style="list-style-type: none">Balance sheet<ul style="list-style-type: none">ConsolidatedBudget vs. actualsCash flow statement<ul style="list-style-type: none">ConsolidatedGeneral ledger<ul style="list-style-type: none">ConsolidatedIncome statement<ul style="list-style-type: none">ConsolidatedDetailedManagement incomeProperty statementRental owner ending balancesRental owner statementTrial balance<ul style="list-style-type: none">ConsolidatedVendor ledger	Rental reports <ul style="list-style-type: none">Current tenantsDelinquent tenantsLeases endingRent paidRent rollTenant notesTenant statementTenant vehiclesUnit listingsVacant units Association reports <ul style="list-style-type: none">Association owner notesAssociation owner statementAssociation owner vehiclesCurrent association ownersDelinquent association ownersRecurring charges	Property reports <ul style="list-style-type: none">AppliancesEvent historyLate fee policyMeter readingsPayment reminder policy Transaction reports <ul style="list-style-type: none">Bank transactions<ul style="list-style-type: none">ConsolidatedCheck detailePay activityRemote check printing activityScheduled EFTsTransaction detail by accountUnpaid bills by propertyUnpaid bills by vendor	Compliance reports <ul style="list-style-type: none">Bank account balance breakdownBank reconciliationTrust reconciliation Task reports <ul style="list-style-type: none">Completed tasksOpen tasksTasks performanceWork orders Administrative reports <ul style="list-style-type: none">Audit logEmail notification preferences
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