

Computer Solutions 911

We're there for YOU!

Introducing PropManager

Features of the Property Management Product

- ❖ Internet-based/remote access
- ❖ Multiple property types
- ❖ Quick setup of your properties
- ❖ Store digital pictures or scanned documents
- ❖ Late fee flexibility
- ❖ History of tenant incidents
- ❖ Prospective tenants
- ❖ Get quick credit checks
- ❖ Work orders
- ❖ Letters and agreements
- ❖ Main Office Maintenance Site
- ❖ Robust security
- ❖ Reminder system
- ❖ Automatic backups
- ❖ Advertising Packages
- ❖ Managing Currency
- ❖ Managing Corporate/Individual Users
- ❖ Newsletters
- ❖ Managing Invoice and Payment
- ❖ Multiple sites can log into the main database
- ❖ Undeletable Records

Full Description

Internet-based/remote access

With PropManager Next Generation you can install PropManager in one location then access this database remotely from anywhere you have a high-speed connection.

For example, you can use your laptop to access your PropManager database from an internet cafe or a home computer. Or you may have multiple sites that access one large database.

Multiple property types

There are many different types of properties that you can create in PropManager. The folders, screens and data fields are designed for the individual property type. Different types of folders, screens and reports will be available based upon the type of property you choose to set up. Create property groupings (groups of buildings, companies, units) and re-group them at any time. You can have all entries as one type of property or combine multiple types all in the same database! Manage all of your property types in one place.

Quick setup of your properties

Quickly add one or thousands of units at one time with the "Create New Units" wizard. This wizard will save you from redundant data entry when you are inputting multiple units with similar attributes.

Store digital pictures or scanned documents

Store and display digital photos of tenants, properties, etc. Scan driver's licenses, signed leases, floor plans, move in condition reports and more.

Late fee flexibility

Late fees are one of the most important tools a property manager has for getting rents collected in a timely manner. Set up late fees for the way you do business. PropManager gives you a range of choices for almost any way you choose to charge late fees. You can easily change the late fee in one place and it will adjust the amount for all tenants who have this late fee type assigned.

History of tenant incidents.com

You can record everything that happens with a tenant, which could protect you in the future if there should be a dispute. Many PropManager users print out a report of this folder if they need to go to court. The entries also serve as the tenant's history in order to help you decide whether to renew a lease.

Prospective tenants

You can use the Prospective Tenant Form to keep a waiting list and organize the application process. When a particular Unit Type becomes available (for example, two-bedroom), you can display only the prospective tenants who have requested this unit type. This will assist you in matching acceptable tenants with available units.

Renting to one "bad" tenant can cause hours of frustration, lost time and income.

PropManager online credit checks – built right into the software – take the guesswork out of renting your properties. Within seconds you can get a good idea of a tenant's credit risk. It will save you time and money, and prevent the hassle of renting to tenants who are not reliable.

Get quick credit checks

Get a credit report for prospective tenants within seconds while they wait. If a credit check is not acceptable; from the same screen you can print a rejection letter to your tenant that provides them the reason for the rejection and informs them of their rights.

Complete accounts payable system

With PropManager, track as many checking accounts as you want, print checks and reconcile bank accounts. Enter checks directly on the check register or use Quick Bill Pay. With Quick Bill Pay, simply enter your bills. You can split a bill to more than one property and/or to more than one chart of an account category. When you are ready to pay bills, select those you want to pay in whole or in part.

Bank deposits

Have as many deposit batches per day as you choose. PropManager can select for you all of the un-deposited items of the same payment type or from the same property.

For example, PropManager will sort for you all of the cash you have collected in one deposit, or all checks from the tenants in one property.

Work orders

Work orders are a vital tool in the rental property business. Though Work Order software is often purchased as stand-alone software; PropManager includes a fully integrated work order system. Making use of this feature will help to build your reputation for having well-maintained properties and for being responsive to tenants' maintenance needs. It includes:

- [Reminders of outstanding work orders](#)
- [Scheduling of automatic work orders](#)

- Customization of work order types
- Prioritization of work orders
- Charges to a tenant for all or part of a work order
- Comprehensive searching for work orders

If you are a small company, work orders are helpful for managing a weekly to-do list. For large companies, a maintenance crew can access the database remotely for instant updating of work orders. All that is needed is an internet connection.

Letters and agreements

PropManager provides many professionally written letters and legal documents with added merge fields. Select the one you want and merge it with one or multiple tenants. Or, merge letters to all “late tenants” or all “tenants whose leases are expiring.” You can use our professionally drafted documents and letters, edit them or write your own to save to the list.

With PropManager, use your own powerful word processor, Microsoft Word®. If you do not have Word installed, you can download a free copy of Open Office to use as your word processor. When you open Word or Open Office through your PropManager software, you will have merge fields available that will draw information out of your database into your letters to tenants. For your convenience, PropManager automatically keeps a history of all letters sent to each tenant along with the date sent.

Main Office Maintenance Site

PropManager security can be used to password-protect your entire program. If you have more than one user, permissions can be set to restrict access to particular sections of PropManager. For example, you can set up privileges so that an individual user doesn't have the ability to delete charges or payments.

Robust security

Security can be set so that a user can only see the properties that they are managing but not all of buildings and tenants the database contains. This gives each user a simpler view so there is no need to wade through irrelevant data.

Undeletable records

PropManager has an automatic Activity Log, which is a record of all user actions in the software. This log can't be deleted by any user and will be retained for at least a year. A manager can always go back and review a log of user actions in order to

Determine if improper use or theft is taking place.

- Views Building A Only
- Cannot delete charges or payments
- Can get tenant reports but no building financial reports
- Views Building B Only
- No access to banking or work orders
- Access to all Buildings and all functions including activity log

Reminder system

The PropManager Reminder System is a great way to get an overview of your business all on one screen.

Drill down on any item displayed in the Reminder System to quickly see that area in PropManager. For example, if you notice a tenant who is late paying rent, double-click on the name to open up their Income Form to review account details.

Reminders include:

- Tenants who are late paying rent or other charges
- Tenants whose leases will expire in 30, 60 or 90 days, as well as expired leases
- Incidents in the tenant's Incident Folder that have been set as reminders
- Incomplete Work Orders will be listed along with priority level
- Bills due
- Listing of the balance in all of your checking accounts
- Property insurance policies that are expiring
- And more

Automatic backups

Data loss can be an inconvenient occurrence when using any software. PropManager includes automatic backup reminders. This reminder will provide a backup that includes the file name. You can also add a memo to remind you of what is on the backup, such as "just posted all the rents." In addition to reminders, PropManager will automatically back up your data the first time you open the program each day.

Advertising Packages

You can manage your own advertising packages i.e you can add Any Number of properties and keep track of the same using PropManager.

Managing Currency

Manage any currency using PropManager.

Managing Corporate/Individual Users

Normally there are two types of users corporate and individual you can manage both the users easily using PropManager.

Newsletters

PropManager provides facility of Newsletters through which you can manage various recent news and events. For your convenience, PropManager automatically keeps a history of all news and events.

Managing Invoice and Payment

With PropManager, you raise Invoices and keep track of Payments as many checking accounts as you want, print received payment statement and bank statement you can use Quick Bill Pay. With Quick Bill Pay, simply enter your bills. You can split a bill to more than one property and/or to more than one chart of an account category. When you are ready to pay bills, select those you want to pay in whole or in part.

Multiple sites can log into the main database

PropManger is designed in such a way you can have facility of login to central database through multiple sites within one hosting plan. This gives you advantage of accessing database easily.

Undeleteable Records

Security of your data is one more feature of PropManger you can restrict unauthorized users to edit or delete Records.

For sales information, demo or appointment to see this product first hand please contact a representative at Computer Solutions 911, Inc.

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