

Property Genie Guide

Version 1.0

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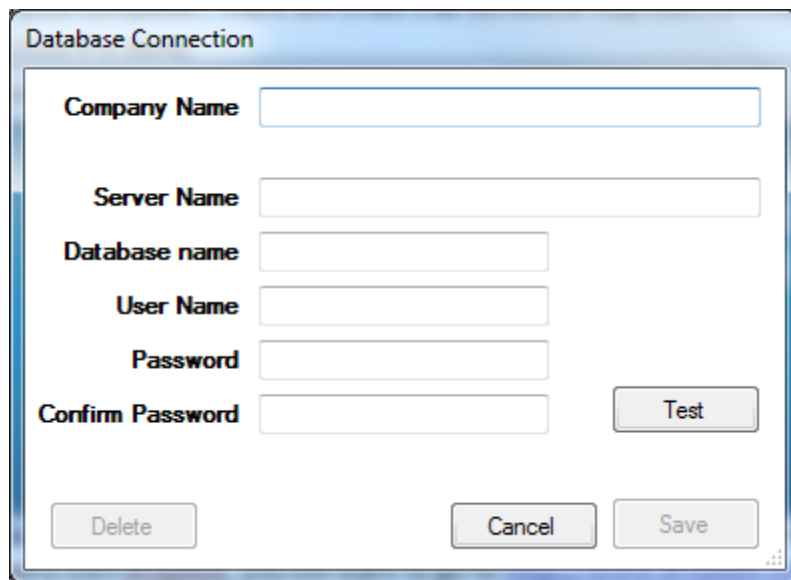
Installation

Typically someone from Property Genie will install the software over the phone with you as they remote desktop into your computer. There are times that someone may want to install the software on their own, so here is how it is done.

1. Open your web browser and go to <http://www.property-genie.com/support/downloads.htm>
2. Click/Install Full PG Program Install, direct link: <http://www.property-genie.com/updates/PGLatestVer.exe>
3. If you are going to use QuickBooks on the computer you will need to download the QuickBooks file and toolkit.
 - a. Click/Install Download Property Genie Compatible QuickBooks File, direct link: <http://www.property-genie.com/updates/PropertyGenieQBFile.exe>
 - b. Click/Install Download QuickBooks Toolkit, direct link: http://www.property-genie.com/updates/QBFC7_0Installer.exe

4. Towards the bottom click Install for MS Report Viewer 2005, direct link: <http://www.property-genie.com/updates/MSReportViewer2005.exe>
5. If your company uses dropbox, you will want to go to <http://www.dropbox.com> and download dropbox on your machine. Typically, the dropbox folder is set to "C:\dropbox"
6. After Property Genie installs it will open up property genie and a popup will come up saying there are no databases setup. Click ok to get to the login screen.
7. Here you will want to click on the dropdown where it says database connection.
8. Click Add New Connection
9. You may need to contact Property Genie Support to get the information

Add New Database Screen:



The screenshot shows a 'Database Connection' dialog box with the following fields and buttons:

- Company Name:
- Server Name:
- Database name:
- User Name:
- Password:
- Confirm Password:
- Test:
- Delete:
- Cancel:
- Save:

Login & License Issues

Sometimes when there is a connection issue with a computer that is using Property Genie you will get a license error or you will see red text at the top that says "**Error : Getting User Info.**" To correct this issue, verify you have a working internet connection by opening a browser and going to a website. If you are able to go to a website, then try again to login to Property Genie.

General Overview of Property Genie

The general flow of data in Property Genie is from right to left.

Begin with the System Settings to be sure that all required settings have been properly set up. From there you will enter your Owners first, and then the Properties for each Owner and lastly the Tenants for each Property.

After the Tenants are entered, you will enter the Lease associated with the Tenant/Property.

Just try to think of entering the data in Property Genie in the same fashion you would handle actual paperwork for Property Management.

- 1.) You must have an Owner in order to have a Property.
- 2.) You must have a Property in order to have a Tenant.
- 3.) You must have a Prospect in order to turn them into a Tenant.
- 4.) You must have a Tenant in order to have a Lease.

Owners

How to Add an Owner

Click on the Owner Coordinator button and then Add Owner. Once you have completed the information in the dialog box, click Add. This will create the record for the Owner with a status of Pending. You will now need to double click on the Owner in the Owner Coordinator to open the record and complete the information in the following tabs:

- Contact Information - This screen is where you will enter address, phone, email and login for the Owner to use the Web Genie powered website to view their documents and statements.
- Owner Properties - This is where you will add any properties that you will be managing for this Owner.
- Accounting Settings - If you will be paying your Owner via ACH, this is where that information is stored as well as a distribution address if different than his mailing address in the Contact Information screen. You will also enter 1099 information here as well as payment information. The 'Create Bills not Checks' is referring to items that are transferred to QuickBooks. If you have an owner with multiple properties and only want to cut him one check each month, you will want to check this box so that when items transfer to QuickBooks, you can select them all and cut one check.
- Other Information - This is where you change the status from Pending to Active or Inactive. You will also need to enter the social security number for the Owner in order to prepare 1099's at year-end.

How to Pay an Owner by ACH

The first thing you will have to do is be sure that the Owner is set up with his account information in the Accounting Settings of the Owners record.

Property Genie for Magical Management Co - [Owner Details]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Select an Owner: Diaz, Bill Active ON 6/1/ Owner ID: 5

Owner Information

Contact Information Owner Properties Documents Accounting Settings Other Information

Owner

Properties

ACH Information

☒ ACH

Account # 123456789

Routing # 123456789

Account Type

Name on the Account Bill Diaz

Distribution Address Information

Name

Street Address

Account/Memo

-1099 Information

Name

Mailing Address Line 1

City / Mailing Address Line 2

Foreign Address? ☒ State Zipcode

Payment Information

☒ Create Bills not Checks

☒ Automatically transfer money between properties to pay bills

☐ Do Not Pay Owner

Reserve Amount

Only Pay if over:

Cancel Changes SAVE Record

Log Out Logged On As: Tech Support

When you load the data to Pay Owner, you will want to uncheck the "Checks" box so that you will only pay the ACH owners. When you process the Pay Owner, the system will create an ACH file that you will need to upload to your bank using the method they advise you to

Property Genie for Magical Management Co - [Pay Owner]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Tech Support - On: Jul 24 2014 10:51AM View Payment Details

Owner: Bell, Alex Property: 123 Main St

☐ All ☒ Active Owners ☒ Owner Posted Bal. Greater than \$0

☒ ACH ☐ Checks ☐ Select All

Owner	Property	Current Bal	Unpaid Chrg	Ant On Hid	W/O Est.	Rec. Chrg	Avail Bal	Check Amount	Select
Crofton, Susan	3223 Crofton Lane	\$73.00	\$0.00	\$0.00	\$100.00	\$0.00	(\$27.00)	\$0.00	☐
Crofton, Susan	999 Southlake Park Dr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	☐

Next Page >

Pay Date: 07/29/2014 03:50:49 F Pay Owner

Log Out Logged On As: Tech Support

use

The path of the ACH file is designated in your System Settings/Company Info

The screenshot shows the 'Property Genie' software interface. The top navigation bar includes 'Tenant Coordinator', 'Property Manager', 'Owner Coordinator', 'Accounting', 'System Settings', 'Reminders', and 'Help'. Below this is a 'Property Genie' logo and a row of icons for 'TENANT COORDINATOR', 'PROPERTY MANAGER', 'OWNER COORDINATOR', 'ACCOUNTING', 'SYSTEM SETTINGS', 'REMINDERS', and 'EXIT'. The main window is titled 'Company Settings' and has a 'Lock Database' button. The left sidebar lists various settings: 'Company Settings', 'Users', 'Documents', 'Vendors', 'Vendor Type', 'Adverse Actions', 'Property Features', 'Review Checklist', 'Management Fees', 'Leasing Fees', 'Late Fee', 'Charges', 'Floor Plan', and 'Property Type'. The 'Company Info' tab is selected, showing fields for 'Company Name', 'Contact Name', 'Federal Tax ID', 'Address', 'Address2', 'City', 'State', 'Zipcode', 'Phone', 'Fax', 'Toll Free', and 'E-Mail'. Below these is the 'ACH Information' section, which includes 'Bank Name', 'Bank Recognized Company Name', 'Processing Center', 'Description', 'Company ID', 'ABA', 'Switch Order', 'Routing #', 'Check Account Number', 'Type', 'PPD', 'Create ACH Debit Record', 'Use Base 10 Blocking', and 'Include Debit Record in Hash Totals'. The 'ACH Folder Path' field is highlighted with a red circle, showing the path 'C:\Users\tish\' and a 'Browse' button. The bottom status bar indicates 'Log Out' and 'Logged On As: Tech Support'.

How to Create Bills Instead of Checks

Property Genie gives the option to create bills instead of checks. This is useful for some owners that have multiple properties. Instead of having a check made in QuickBooks for every property, you can just cut one check. To enable this feature, go to Owner Coordinator then double click an owner. From there you will click the accounting settings tab and click edit record. Check off "create bills not checks." Click save record to finish.

How to Set an Owner Status to Inactive

To set an owner status to inactive, go to Owner Coordinator and double click an owner. Then click on the other information tab and click edit record. Then click the status drop down menu and choose inactive and click save record.

Owner does not have rent money from tenant rent payment

Usually this is just because the tenant payment wasn't applied to the rent charge. Go to the lease tab under the property and look at the unpaid charges. If the tenant has any unpaid charges, click payments to view them and/or pay them.

How to Upload Document to Owner

From within the Tenant Coordinator, click on the Link Scan Documents

Choose the Type (Property or Owner) and select the specific record.

Click on the Browse for File button and browse to the location where your file is saved. You can give your file a different name in the Save As File Name field.

Check the Upload box to upload the file, and then choose to either Move or Copy the file.

Click on Add and then Process in the lower right corner.

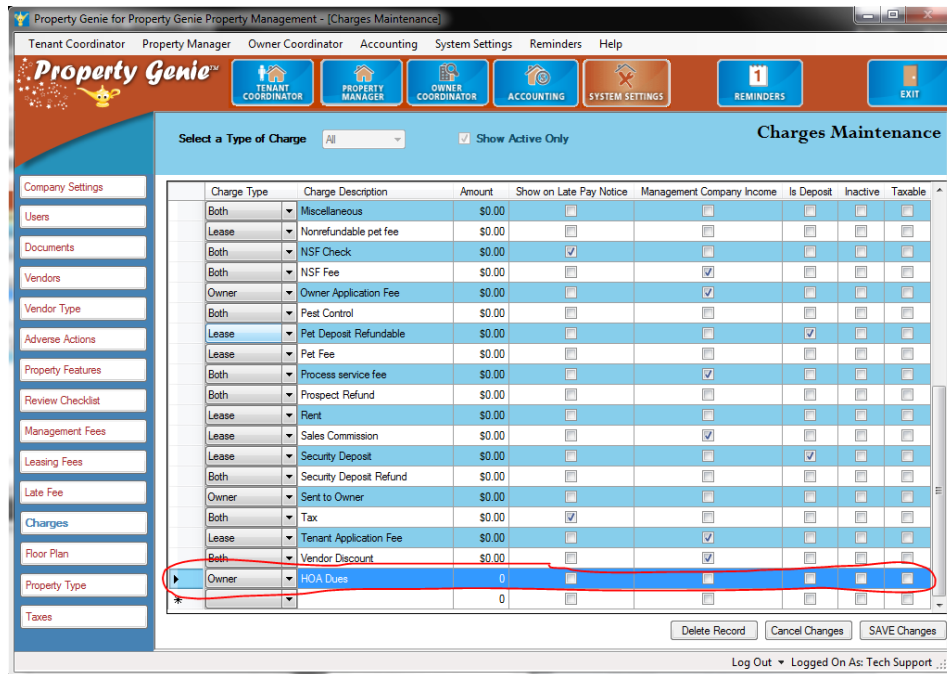
How to Set Up Recurring Payment for Owner HOA Dues

In Property Genie go to **System Settings / Vendors** list.

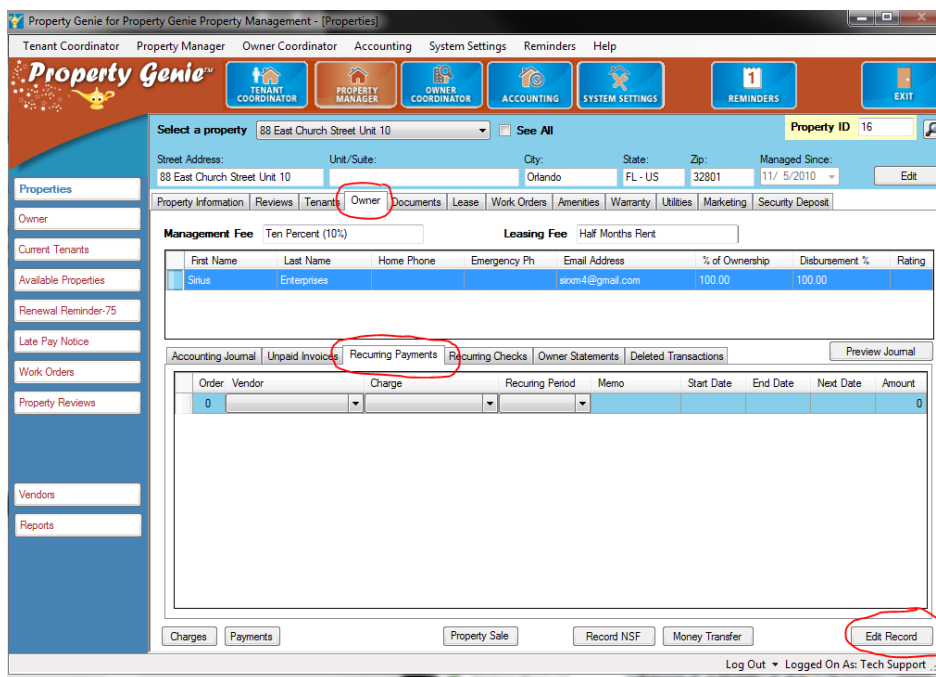
Verify that there is a record for the Owner's HOA Company; if one does not exist create one.

Make sure that there is a **Charge Type** that you want to use in the **System Settings / Charges** list.

You can create an unlimited amount of charge types so if nothing in this list fits the type you are looking for, CLICK the edit button and create a new **Charge Type** using the bottom line (Make sure it's in the Owner Category and name it whatever you want and leave the rest of the fields unchecked).



Once you have verified that the **Vendor** and **Charge** you want to use are in the System, from the Property Manager tab go to the Owner Tab and then the Recurring Payments tab. Click the **Edit Record** button in the lower-right hand corner of the screen.



1. SELECT the appropriate HOA Vendor from the **Vendor** drop-down list.
2. Select the **Charge Type** you want to use, as well as the **Recurring Period**.
3. In the **Memo** field, fill in what you want to show up as the **Charge Reference**.
4. In the **Start Date** field, fill when you want the first charge to be posted to the **Owner's Accounting Journal**, leave the **Next Date** the same (it will update when the charge is posted depending on the **Recurring Period** you selected).
5. Once EVERYTHING is filled out like the example below, click the **Save** button in the lower-right hand corner.

Property Genie for Property Genie Property Management - [Properties]

Tenant Coordinator | Property Manager | Owner Coordinator | Accounting | System Settings | Reminders | Help

Property Genie™

TENANT COORDINATOR | PROPERTY MANAGER | OWNER COORDINATOR | ACCOUNTING | SYSTEM SETTINGS | REMINDERS | EXIT

Select a property: 88 East Church Street Unit 10 ☐ See All **Property ID** 16

Street Address: 88 East Church Street Unit 10 Unit/Suite: City: Orlando State: FL - US Zip: 32801 Managed Since: 11/ 5/2010

Property Information | Reviews | Tenants | Owner | Documents | Lease | Work Orders | Amenities | Warranty | Utilities | Marketing | Security Deposit

Management Fee Ten Percent (10%) **Leasing Fee** Half Months Rent

First Name	Last Name	Home Phone	Emergency Ph	Email Address	% of Ownership	Disbursement %	Rating
Sirus	Enterprises			sirxm4@gmail.com	100.00	100.00	

Accounting Journal | Unpaid Invoices | Recurring Payments | Recurring Checks | Owner Statements | Deleted Transactions

Order	Vendor	Charge	Recurring Period	Memo	Start Date	End Date	Next Date	Amount
1	HOA Company	HOA Dues	Monthly	Monthly HOA Dues	2/8/2011		2/8/2011	\$100.00
0								0

Log Out Logged On As: Tech Support

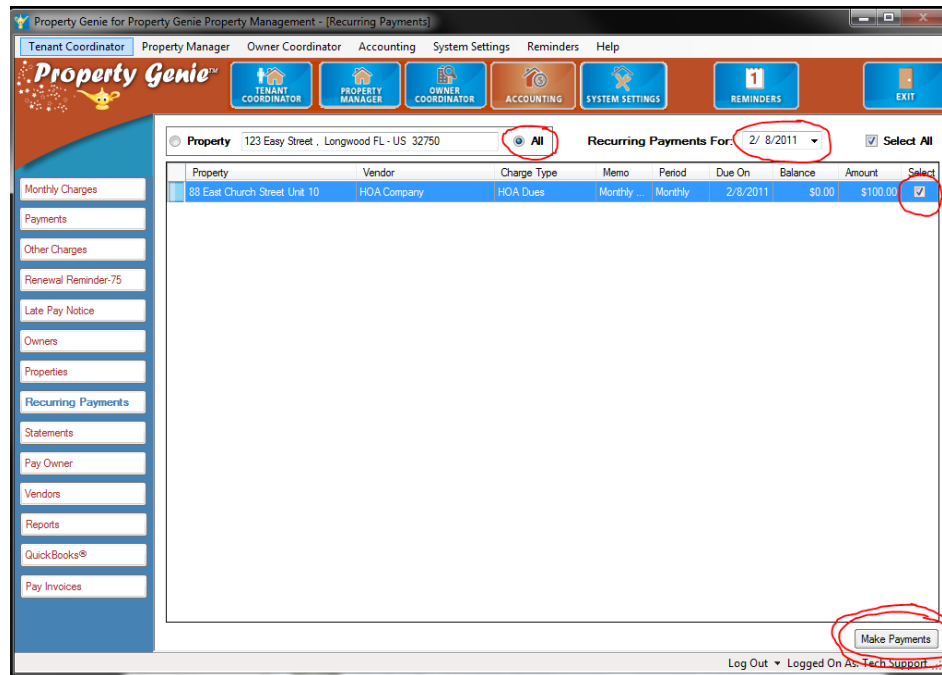
6. Once you have setup the **recurring payment** on the Owner Tab of the Property's Ledger, go to the **Accounting / Recurring Payments** screen to Charge the Owners.

It is recommended that you set up ALL Recurring Payments before continuing.

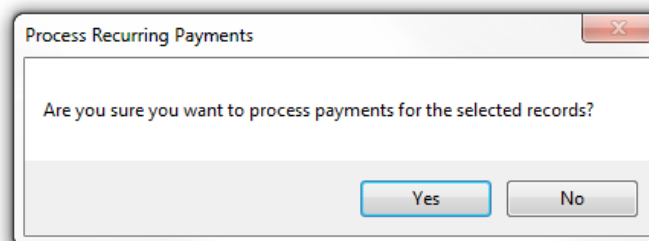
7. In the **Accounting / Recurring Payments** screen select the **Date** for which you set the **Recurring Payment** to "Start". This will give you a list of **ALL Recurring**

Payments for that date; you can choose to filter by a specific property in the upper-right hand corner of the screen.

8. SELECT all of the **Recurring Payments** you want to process in the right-hand column and then CLICK the **Make Payments** button in the lower-right hand corner of the screen.

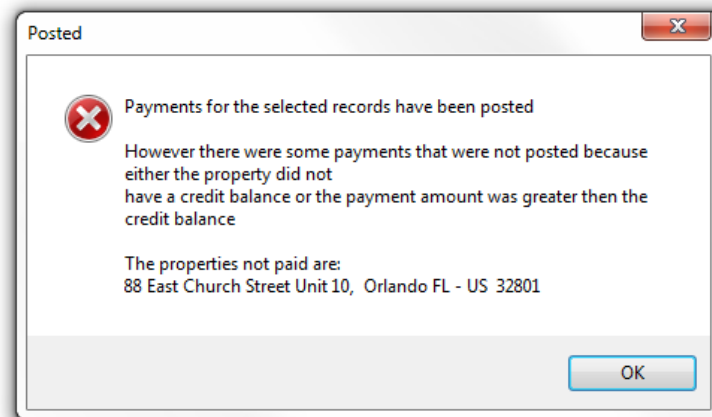


9. Confirm that you want to “Process Payments for the selected records?” by clicking **YES**

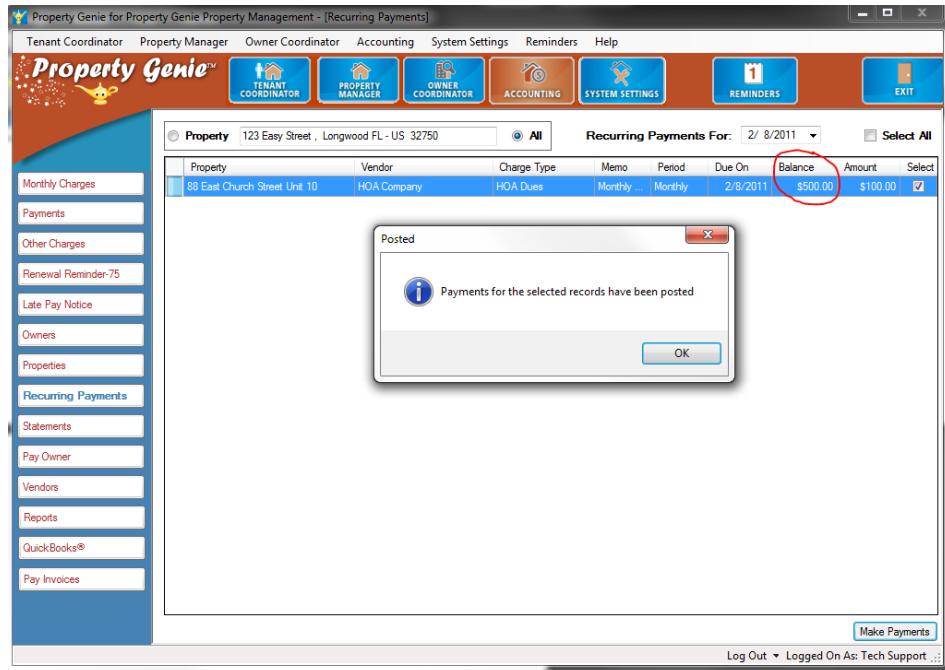


In the above example the Owner's Account balance was \$0, so they did not have enough "Available Credit" to pay the invoice. Somehow the owner needs to receive credit before continuing (via a tenant Rent/Owner Reimbursement or by recording a payment "From the Owner")

To continue, we posted a \$500 payment on the owner's ledger and referenced it "Opening Balance"



10. Once Property Genie is done creating/paying the invoices you will be presented with a window stating that "Payments for selected records have been posted".



11.GO BACK to the Owner's Accounting Journal in the Property Profile / Owner tab to verify that the charge posted correctly.

Property Genie for Property Genie Property Management - [Properties]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Select a property: 88 East Church Street Unit 10 ☐ See All **Property ID** 16

Street Address: 88 East Church Street Unit 10 Unit/Suite: City: Orlando State: FL - US Zip: 32801 Managed Since: 11/ 5/2010

Property Information | Reviews | Tenants | Owner | Documents | Lease | Work Orders | Amenities | Warranty | Utilities | Marketing | Security Deposit

Management Fee Ten Percent (10%) **Leasing Fee** Half Months Rent

First Name	Last Name	Home Phone	Emergency Ph	Email Address	% of Ownership	Disbursement %	Rating
Sinus	Enterprises			sinem4@gmail.com	100.00	100.00	

Accounting Journal | Unpaid Invoices | Recurring Payments | Recurring Checks | Owner Statements | Deleted Transactions |

Date	Posted By	Type	Debit	Credit	Reference
2/1/2011	Tech Support	Cash	\$0.00	\$500.00	Opening Balance
2/8/2011	Tech Support	HOA Dues	\$100.00	\$0.00	HOA Company

Current Bal. \$400.00
Unpaid Inv. \$0.00
Amt On Hold \$0.00
W/O Estimate \$0.00
Recur. Pmts. \$0.00
Available Funds \$400.00

Log Out Logged On As: Tech Support ...

12. Finally head over to the **Recurring Payments** tab and verify that the **Next Date** field updated correctly.

How to Send Email to Owner

Property Genie for Magical Management Co - [Owner List]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

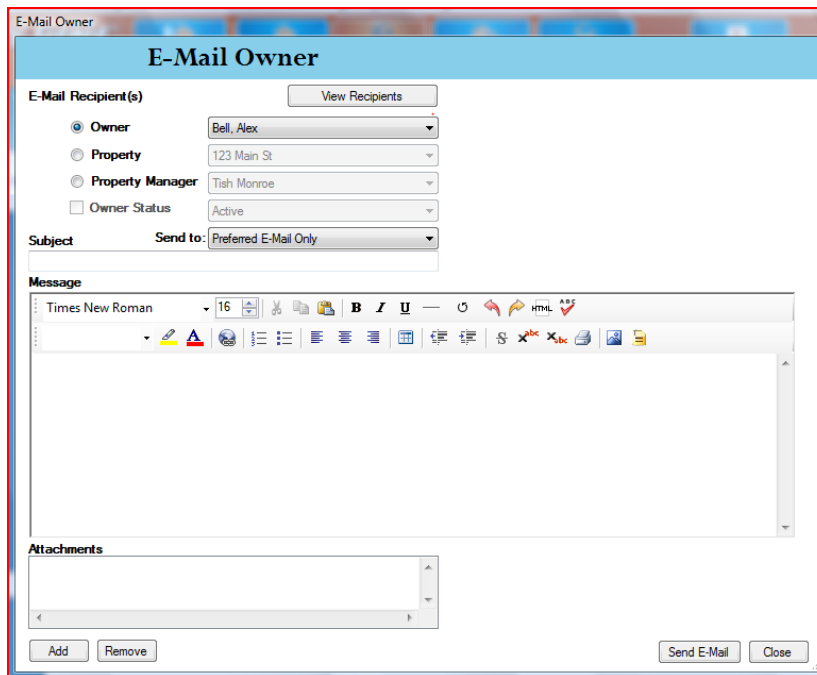
TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Owner Status Active

First Name	Last Name	Address	City	State	Zip	Status	Rating
Alex	Beil	825 Grassy Point Loop	Lake Mary	FL	32746	Active	
Susan	Crofton	2000 Blacksmith Lane	Oakville	ON	LGM2T2	Active	
Bill	Diaz	443 Winding Oak Ln	Longwood	FL	32750	Active	
John	Franklin			FL		Active	
	McKay	235 Sunshine Ave	Deland	FL	32151	Active	
Louis	Molina	771 Pacific Coast Highway	Malibu	CA	90233	Active	
Tish	Monroe	209 San Carlos Ave	Sanford	FL	32771	Active	
Dylan	Negate	5181 French Ave	Atlanta	GA	445411	Active	
John	Newlin			FL		Active	
	new igolf owner			FL		Active	
Fredrick	Samperstein	5648 Freedom Trail	Oakland	CA	95555	Active	
Stephanie	Sanz	12515 Deer Lake Drive	Redmond	WA	12253	Active	
Frank	Smith			FL		Active	
Anna	Sotomayor	5112 Friendship Ave	Celebration	FL	33252	Active	
Julia	Stevens	654 Sandy Creek Ave	Miami	FL	33251	Active	

Log Out Logged On As: Tech Support ...

Once you click on Send Email, you will be able to choose to send email based on Owner, Property or Property Manager, as well as by Property Status. You have the ability to select and deselect from the list. You can also attach a file by clicking “Add” under the Attachments section in the lower left corner. The email address that your mail is coming from is located in System Settings/Company Settings and under the Company Info tab.



The screenshot shows a software window titled "E-Mail Owner". Inside, there's a section "E-Mail Recipient(s)" with a "View Recipients" button. Below this are four radio buttons: "Owner" (selected), "Property", "Property Manager", and "Owner Status". Each radio button is followed by a dropdown menu. The "Owner" dropdown shows "Bell, Alex". The "Property" dropdown shows "123 Main St". The "Property Manager" dropdown shows "Tish Monroe". The "Owner Status" dropdown shows "Active". There's also a "Send to:" dropdown showing "Preferred E-Mail Only". Below this is a "Subject" field. The main area is a "Message" editor with a toolbar containing various icons for text formatting (bold, italic, underline, etc.) and a large text area. At the bottom left is an "Attachments" section with an "Add" button. At the bottom right are "Send E-Mail" and "Close" buttons.

Properties

How to Add a Property

Go to the owner coordinator and double click the owner in the list that you want to add a property for. If the owner is not in the list, you will need to first add the owner to the system. Click on the properties tab then click “add property. You will be asked if you want to link to an existing property. This is for when a property has several owners and you want to link another owner to the property.

Add A Property

* Address

Address2

* City * State * Zip

* Beds * Baths * Rent

* Property Manager

* Tax Type

* Required Information

Add Cancel

Setting a Property Status

To change the property status, go to property manager then double click a property. On the first tab, "property information", click edit record. Then click the status drop down menu and choose a status.

- **Occupied** – Contains a lease and tenant
- **Dormant** – No tenants but the property can still process accounting functions
- **Inactive** – Cannot do any functions with the property and will not be billed .75 cents for the property

Work Orders

Work Orders enable you to track the progress of work while also maintaining an estimated amount of the owners' funds to cover the cost of the work to be done.

If you are entering a vendor invoice after the fact, and are not in need of tracking the progress, you can enter the amount from within the Property, under the Owner tab and then click the Charges button in the lower left portion of the screen. You will enter the charge type, amount, date and a reference which is the description of the charge. If paying a vendor, check the box for Paying Vendor Invoice, select the vendor to pay and indicate the vendor invoice number.

If you are in need of tracking the progress work, follow these steps:

Go to the Property Manager Button and select the property and double click to open it. Go to the Work Orders tab and click Add New Work Order. All required fields are marked in red. Check the box to indicate whether or not work has been started by the vendor.

When work is complete, go back to the Work Order and edit it to mark vendor ended and date Work Order completed and date and technician.

By entering the Work Order and an estimate of the charges, the amount payable to this owner is reduced by the estimated amount of the Work Order.

When ready to post charges to the owner, open the Work Order and click on payments tab and enter the amount and charge code, vendor invoice and authorized by and Save. Then you will click the Post Charges in the Owner section and confirm payment authorization by clicking Yes.

Now the bill for the vendor will be in the transfer screen to go to QuickBooks to cut the check for the vendor. Once you pay the vendor and a check number is issued in QuickBooks, you can go into the Property Genie/Accounting/QuickBooks transfer screen and check the box to Get Updates from QuickBooks and this will bring the date and check number back into Property Genie in the appropriate field of the Work Order.

If you create a Work Order and then don't need the work done, clicking the Resolved button in the Work Order will make it inactive.

Link document (like an invoice) to a work order to upload to the owner portal for viewing.

Click on Link Document

When the box opens, choose a document that has already been linked (see Link Scanned Documents), or click New to return to the Document Upload Screen to link a new scanned document.

If you choose NOT to immediately upload a scanned invoice attached to a work order, then PG will wait until the work order is paid and THEN the document will be uploaded to the owner portal when statements have been uploaded. This allows the vendor invoice to correspond with the current statement.

Property Information

Property Genie for Fannie Hillman - [Properties]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Select a property: 105 Tangelo Ct. ☐ See All **Property ID** 3

Street Address: 105 Tangelo Ct. Unit/Suite: City: Maitland County: State: FL Zip: 32751 Search Code Managed Since: 5/ 1/2014

Property Information | Reviews | Tenants | Owner | Documents | Lease | Work Orders | Amenities | Warranty | Utilities | Marketing | Security Deposit

Year Built **Property Type** **Bedrooms** **Baths**

Rent **Floor Plan** **Heated Sq Ft** **Total Sq Ft**

Subdivision **Map Grid** **Gate Code**

Area Location **LockBox** **Keybox**

Property Manager Jackie O'Leary **HOA Phone#**

Property Status Occupied

Notes Deleted Notes

Date	User	Comment

Log Out Logged On As: Tech Support

Reviews

Prior to scheduling any reviews, you will need to make sure that your Review Items are set up. Go to System Settings and Review Checklist to set them up.

Property Genie for Magical Management Co - [Review Maintenance]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Review Maintenance

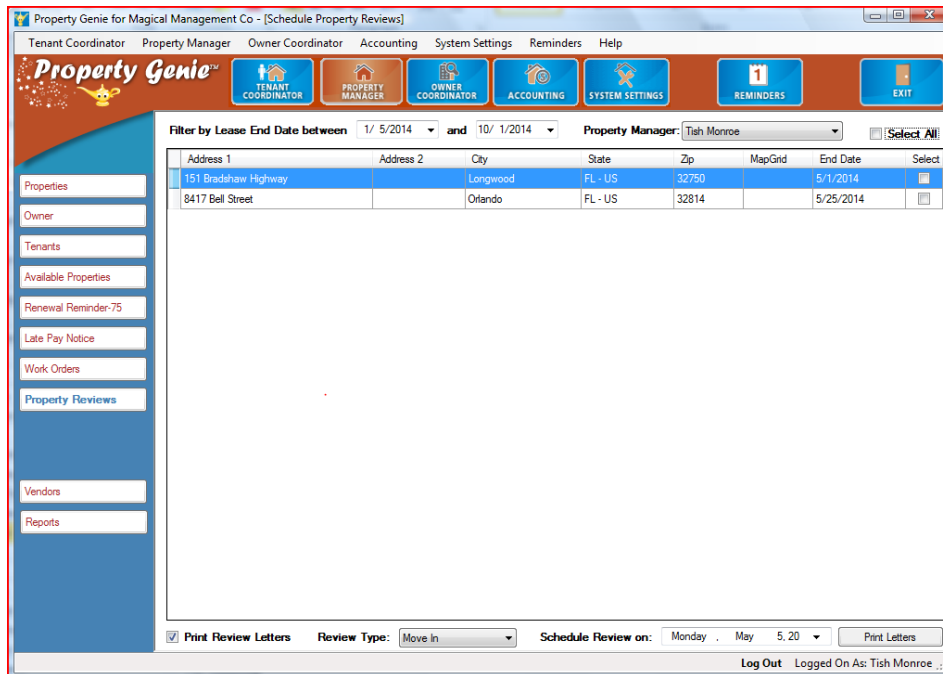
Company Settings

Users Documents Vendors Vendor Type Adverse Actions Property Features **Review Checklist** Management Fees Leasing Fees Late Fee Charges Floor Plan Property Type

Order	Category	Print
10	Living Room	☒
20	Dining Room	☒
30	Kitchen	☒
40	Family Room	☒
50	Master Bedroom	☒
60	Master Bedroom Bath	☒
70	2nd Bedroom	☒
80	3rd Bedroom	☒
90	4th Bedroom	☐
100	5th Bedroom	☐
110	Guest Bath	☐
120	Furnace, Water Heater, Air Conditioner	☒
130	Hallway	☒
140	Garage	☒

Order	Item Name	Date Added
2	Blinds	
3	Draperies/Rods	
4	Walls	
5	Ceiling	
6	Screen/Window	
7	Switches/Outlets	
8	Light Fixtures	
9	Other	

Log Out Logged On As: Tish Monroe



This screen is designed to notify tenants of mid-year inspections. Any review can be scheduled from this screen, but it is best used to generate tenant notifications in bulk.

Filter by Lease End Date: show only properties with the indicated lease end dates.

Select All: select all leases in the screen to generate and schedule reviews. Leases may be selected one by one as well.

Print Review Letters: print review letters for the selected properties:

Review Type: select the review type that will be scheduled: Move In, Move Out, Midterm Review, Other

Schedule Review on: select the date on which the review will be scheduled.

An open review is also placed in the Property Manager screen array under the Review tab

To Add New Review from within the property, go to the Reviews tab and Click Add New Review.

Select inspection date

Select inspection time

Indicate type of inspection (move in, move out, midterm, other)

Select lease (if applicable)

Check send review notice if property is occupied, and you would like Property Genie to generate a notification letter for the tenant.

Double click review to see review sheet. Review type filled in by selecting the type when the review is created.

Review date: Filled in by selecting the date when the review is created.

Review by: Can be selected from the drop down.

Review Status: Scheduled, Pass, Fail. To complete a review, pass or fail must be selected.

Category

Item

Condition: Good, Fair, Poor.

Notes: Any description of the item reviewed. Notes will be included on the 7 day notice to cure document if the item is marked poor.

Print Pictures: Include pictures linked to Property Genie in review documents

Create Documents:

If the review is marked pass, then a congratulatory letter to the tenant will be created.

If the review is marked fail, then a 7 day notice to cure is generated that includes the failed items and relevant notes.

Review Sheet: Creates a printable review sheet.

Edit Review: make changes to the review

Close: close the review sheet

Property Review Items: Compiles a review sheet specific to the property (See System Settings/Review Checklist)

Edit Record: Select the relevant review categories and items that you would like to be included on the review sheet.

Review Pictures Link review pictures to Property Genie. When a review is created, the relevant photo line is created. 30 photos may be linked.

Owner Accounting Journal

The screenshot shows the 'Owner Accounting Journal' window in the Property Genie software. The interface includes a top navigation bar with tabs for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Help. Below this is a toolbar with icons for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Exit. The main content area is divided into several sections:

- Select a property:** A dropdown menu showing '105 Tangelo Ct' and a 'See All' button. The 'Property ID' is 3.
- Property Information:** Fields for Street Address (105 Tangelo Ct), Unit/Suite, City (Maitland), County, State (FL), Zip (32751), Search Code, and Managed Since (5/1/2014).
- Management Agreement Expiration:** A field for 'Standard 10'.
- Management Fee:** A field for 'Standard 10'.
- Leasing Fee:** A field for 'Lease Fee to Owner'.
- Renewal Fee:** A field for 'Lease Fee to Owner'.
- Table:** A table with columns: First Name, Last Name, Home Phone, Emergency Ph, Email Address, % of Ownership, Disbursement %, and Rating. The first row shows 'CRI Property' and '2, LLC'.
- Accounting Journal:** A section with tabs for Unpaid Invoices, Recurring Payments, Recurring Checks, Owner Statements, Deleted Transactions, and Preview Journal. It contains a table with columns: Date, Posted By, Type, Debit, Credit, and Reference.
- Summary:** A section on the right showing various financial figures: Current Bal. (\$0.00), Unpaid Inv. (\$0.00), Amt On Hold (\$0.00), W/O Estimate (\$0.00), Recur. Pmts. (\$0.00), and Available Funds (\$0.00).
- Buttons:** At the bottom, there are buttons for Charges, Payments, Property Sale, Record NSF, Money Transfer, and Edit Record.

The Owner Accounting Journal is where you can individually create charges, payments or simply review the accounting journal for the Owner. This screen gives you an overview of all history related to this particular property for this owner.

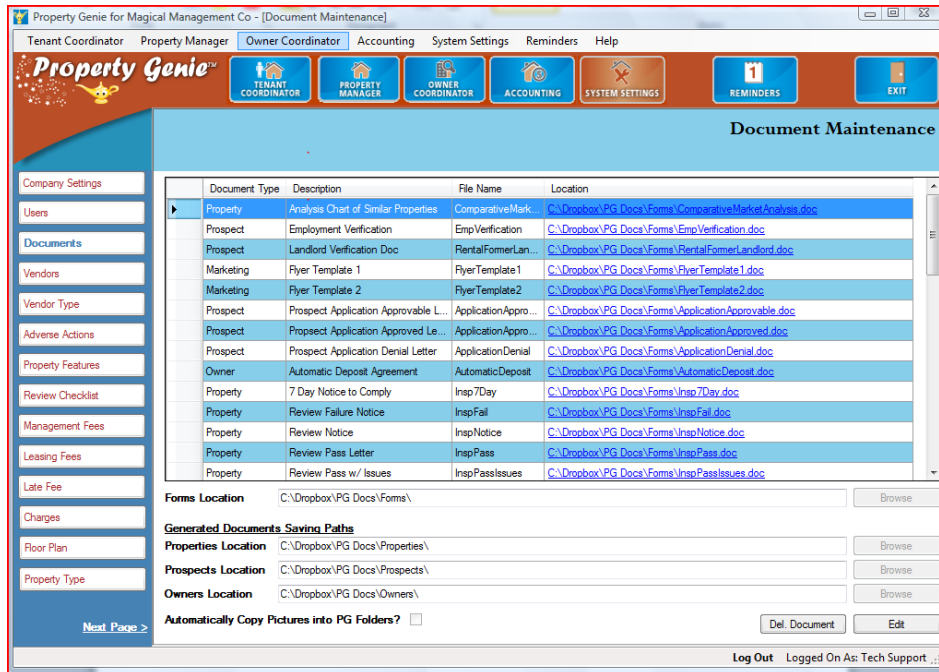
Documents

The screenshot shows the 'Documents' window in the Property Genie software. The interface is similar to the previous one, with the same top navigation bar and toolbar. The main content area is divided into several sections:

- Select a property:** A dropdown menu showing '105 Tangelo Ct' and a 'See All' button. The 'Property ID' is 3.
- Property Information:** Fields for Street Address (105 Tangelo Ct), Unit/Suite, City (Maitland), County, State (FL), Zip (32751), Search Code, and Managed Since (5/1/2014).
- Documents:** A section with tabs for Property Information, Reviews, Tenants, Owner, Documents, Lease, Work Orders, Amenities, Warranty, Utilities, Marketing, and Security Deposit. It contains a table with columns: Description, Date Created, Web?, Location, and User.
- Buttons:** At the bottom, there are buttons for Open Folder, Select a Document, 7 Day Notice to Comply, Create, Delete Document, Email Document, and Upload Document.

The Documents tab is where you generate documents related to the property. There are pre-defined documents that come with Property Genie, however, the ability to add your own or customize the pre-defined documents is available by simply editing the documents located in the forms folder shown in the path under System Settings/Documents.

Once a document is created from within a Property, it remains listed in the Property/Documents tab with a link to it's location at the time of creation.



Lease Accounting Journal

The screenshot shows the 'Lease Accounting Journal' window in Property Genie. The interface includes a top navigation bar with tabs for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Help. Below this is a toolbar with icons for each role. The main area is divided into a left sidebar with a 'Properties' menu and a central content area. The content area has a 'Select a property' dropdown set to '105 Tangelo Ct' and a 'Property ID' field set to '3'. Below this are fields for Street Address, Unit/Suite, City, County, State, Zip, Search Code, and Managed Since. A tabbed interface shows 'Property Information', 'Reviews', 'Tenants', 'Owner', 'Documents', 'Lease', 'Work Orders', 'Amenities', 'Warranty', 'Utilities', 'Marketing', and 'Security Deposit'. The 'Lease' tab is active, displaying a table of leases with columns for Lease Name, Legal Names, Start Date, End Date, Rent, Status, and AutoRenew. A single lease is listed for 'Coddington' with a rent of \$1,550.00. Below the table are tabs for 'Accounting Journal', 'Deposits', 'Recurring Payments', 'Recurring Checks', and 'Deleted Transactions'. The 'Accounting Journal' tab is active, showing a table with columns for Transaction Date, Posted By, Type, Debit, Credit, and Reference. To the right of this table are summary fields for 'Unpaid Charges', 'Available Credit', and 'Credit Balance'. At the bottom, there are buttons for 'Charges', 'Payments', 'Deposits', 'Record NSF', 'Print Receipt', and 'Money Transfer'.

The Lease Accounting Journal is where you can individually create charges, payments or simply review the accounting journal for the Tenant. This screen gives you an overview of all accounting history related to this particular property for this tenant.

Amenities

The screenshot shows the 'Amenities' window in Property Genie. The interface is similar to the previous one, with the same top navigation bar and toolbar. The 'Amenities' tab is active in the main content area. It features a table with columns for ID, Category Name, Name, and Notes. The table lists 15 categories: Exterior Appearance, Bathroom Extras, Living Room, Dining Room, Kitchen, Appliances, Laundry Facilities, Flooring, Carpet Color, Parking Facilities, Heating and A/C, Paddle Fans, Window Coverings, Fencing, and Special Features. To the right of the table is a 'Yes' column with checkboxes for various amenities: Property HOA Req, Property Gated, Lawn Care, Lawn Fertilizer, Pool Care, Pest Control Interior, Pest Control Exterior, Pets, Keys Given, Garage Remotes Given, Gate Remotes Given, and Mail Box Keys Given. At the bottom right, there is an 'Edit Record' button.

The Amenities tab is where you indicate the specific features of the property. This is used for marketing purposes.

Warranty Information

The screenshot displays the 'Property Genie' software interface for Fannie Hillman. The top navigation bar includes tabs for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Help. Below this, a secondary bar features icons for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Exit. The main content area is titled 'Select a property' and shows '105 Tangelo Ct' as the selected property. A 'Property ID' of 3 is displayed. The 'Warranty Information' tab is active, showing a table with columns: Type, Company, Policy, Phone, Covers, Copy, Expires, and Notes. Below the table are buttons for 'Delete Warranty' and 'Add Warranty'. The 'Insurance Information' section includes fields for 'Company', 'Policy #', and 'Phone', and a 'Covers' text area. At the bottom right, there is an 'Edit Record' button. The status bar at the very bottom shows 'Log Out' and 'Logged On As: Tech Support'.

Type	Company	Policy	Phone	Covers	Copy	Expires	Notes
------	---------	--------	-------	--------	------	---------	-------

The Warranty Information tab was designed so that Property Managers could track any warranty information related to a property. This generally applies to large items such as Air Conditioning Units, appliances, etc. This is most useful when a repair is needed so that you can verify that the item is not under warranty prior to contacting a repair vendor.

Utilities

The screenshot shows the 'Utilities' tab in the Property Genie software. The interface includes a top navigation bar with roles like Tenant Coordinator, Property Manager, and Owner Coordinator. A sidebar on the left lists various property management tasks. The main area is divided into sections for Power, Water, and Gas utilities, each with fields for contact information and address. A 'Utility On/Off Schedule' table is also present, with columns for Utility, Turn On, Turn Off, and Ref. #. The bottom of the screen shows a 'Log Out' button and the user's login information.

Property Genie for Fannie Hillman - [Properties]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

Select a property 105 Tangelo Ct. See All Property ID 3

Street Address: 105 Tangelo Ct. Unit/Suite: City: Matland County: State: RI Zip: 32751 Search Code Managed Since: 5/ 1/2014 Edit

Property Information Reviews Tenants Owner Documents Lease Work Orders Amenities Warranty Utilities Marketing Security Deposit

Power

Contact Phone

Address Fax

Water

Contact Phone

Address Fax

Gas

Contact Phone

Address Fax

Well Water Septic Tank

Utility On/Off Schedule

All Power Water Gas

Utility	Turn On	Turn Off	Ref. #
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Edit Record

Log Out Logged On As: Tech Support

The Utilities tab allows you to track power, water and gas utilities for each property as well as schedule when to turn on or off the utilities.

Marketing

The screenshot shows the 'Marketing' tab in the Property Genie software. The interface includes a top navigation bar with roles like Tenant Coordinator, Property Manager, and Owner Coordinator. A sidebar on the left lists various property management tasks. The main area contains fields for 'Available to Show', 'Long Term Rentals', 'Date Available', 'Rent Amount', 'Min. Rent', 'Sign Up', and 'Sign Down'. There are also sections for 'Flyer Template', 'Description', and 'Featured Property'. A grid of five image placeholders is shown at the bottom, each with a 'Change' button. The bottom of the screen shows an 'Upload' button, a list of image sources (Web Genie, Rentals.com, Zillow, RentalHomesPlus), and the user's login information.

Property Genie for Fannie Hillman - [Properties]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

Select a property 105 Tangelo Ct. See All Property ID 3

Street Address: 105 Tangelo Ct. Unit/Suite: City: Matland County: State: RI Zip: 32751 Search Code Managed Since: 5/ 1/2014 Edit

Property Information Reviews Tenants Owner Documents Lease Work Orders Amenities Warranty Utilities Marketing Security Deposit

Available to Show Showing Log Compare to Market Generate Flyer

Long Term Rentals

Date Available Rent Amount Min. Rent Sign Up Sign Down

Flyer Template

Description

Featured Property

By On

Change Change Change Change Change

Upload Web Genie Rentals.com Zillow RentalHomesPlus # of Images (0-5) Edit Record

Log Out Logged On As: Tech Support

The Marketing tab allows you to indicate whether or not a property is available to show. You can also indicate the date available, rent amount, minimum rent, sign up and sign down. You also have the

ability to upload photos and make the property the “Featured Property” on your Property Genie powered website. This is where you can also upload the property and its information to Web Genie, Zillow, Rentals.com and RentalHomesPlus. Rentals.com and RentalHomesPlus both require prior setup with them and a subscription.

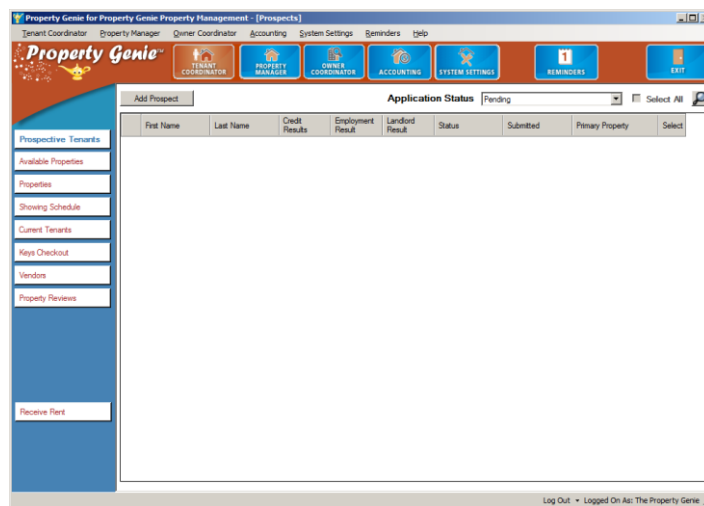
Tenants and Leases

Add New Prospect

To begin setting up a new tenant, you will first have to create a prospect and go through the stages of approving them before you can put them into a lease on a property. If you don’t see the property in the list, uncheck the “show only available” check box. Otherwise you will need to check off “available to show” on the marketing tab of a property.

Adding an ***Approved Prospect*** to a lease is the only way to change the ***Prospect’s Status*** to ***Tenant***.

1. Open Property Genie and Navigate to the ***Tenant Coordinator*** screen.



2. CLICK the ***Add Prospect*** button in the upper-left hand corner of the screen.

Add Prospect

3. After clicking the ***Add Prospect*** button you will be presented with ***Add A Prospect*** window. Fill in all of the **required fields**.

Add Prospect

Add A Prospect

* First Name MI * Last Name

☐ Show Only Available

* Primary Choice * Primary Rent

Secondary Choice Secondary Rent

* Move In Date

* Required Fields

4. This will open up the new **Prospect Application Record**
5. CLICK the **Edit Record** button in the lower right hand corner

Property Genie for Property Genie Property Management - (Prospect)

Tenant Coordinator | Property Manager | Owner Coordinator | Accounting | System Settings | Reminders | Help

Property Genie

Select a prospect: Show All Pending On 2/2/2011 BY Tech Support Prospect ID: 3

General Information | Application Status | Selected Properties | Residence Information | Income Information | Documents

General Info

First Name: Aaron MI: Last Name: Rodgers Preferred Contact: Daytime Phone: Home Phone:

SSN: VISA # Cell Phone: Work Phone: Fax:

US Citizen: (Numbers only) Preferred E-Mail: Emergency Phone 1:

Date of Birth: DL State: Driver's License #: Alternate E-Mail: Emergency Phone 2:

Accounting Journal | Delete Transactions

Transaction	Posted By	Type	Debit	Credit	Reference
Unpaid Charges: \$0.00					
Available Credit: \$0.00					
Credit Balance: \$0.00					

Charges | Payments | Record VST | Print Information | **Edit Record** | Refund

Log Out | Logged On As: Tech Support

6. Now that you are able to EDIT the Prospect's Application fill in the Required Fields.

Note that **Social Security Number, Date of Birth, Driver's License State**, and a SELECTION from the **Preferred Contact** drop down list are all that is **REQUIRED**.

If you choose not keep any of this information on file we recommend that you will the files in with data that you know to be false (ie. No SSN= 000-00-0000, no d.o.b. = 1/1/2000, etc.)

Property Genie for Property Genie Property Management - [Prospects]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

Select a prospect: Rodgers, Aaron Show All Prospect ID: 8

Pending ON 2/7/2011 BY Tech Support

General Information Application Status Selected Properties Residence Information Income Information Documents

General Info

* First Name: Aaron MI: Last Name: Rodgers

* Preferred Contact: E-Mail

Daytime Phone: Home Phone:

Cell-Phone: Work Phone: Fax:

Preferred E-Mail: aaronrodgers@superbowl.com

Emergency Phone 1:

Alternate E-Mail: Emergency Phone 2:

* SS#: 111-22-3333 (numbers only)

* VISA #:

☒ US Citizen

* Date of Birth: 02/07/2011

* DL State: FL - US

Driver's License #:

Accounting Journal Deleted Transactions

Transaction	Posted By	Type	Debit	Credit	Reference

Unpaid Charges: \$0.00

Available Credit: \$0.00

Credit Balance: \$0.00

Record NSF Refund

* Required Fields + One Required

Print Information Cancel Changes **SAVE Record**

Log Out Logged On As: Tech Support

- Once you have filled out the Required Fields, click the **Save Record** button in the lower right hand corner of the screen.
- After SAVING the record NAVIGATE your way to the next tab of the Application. Once in the **Application Status** tab click the **Edit Record** button in the lower right hand corner of the screen.

Property Genie for Property Genie Property Management - [Prospects]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

Select a prospect: Rodgers, Aaron Show All Prospect ID: 8

Pending ON 2/7/2011 BY Tech Support

General Information **Application Status** Selected Properties Residence Information Income Information Documents

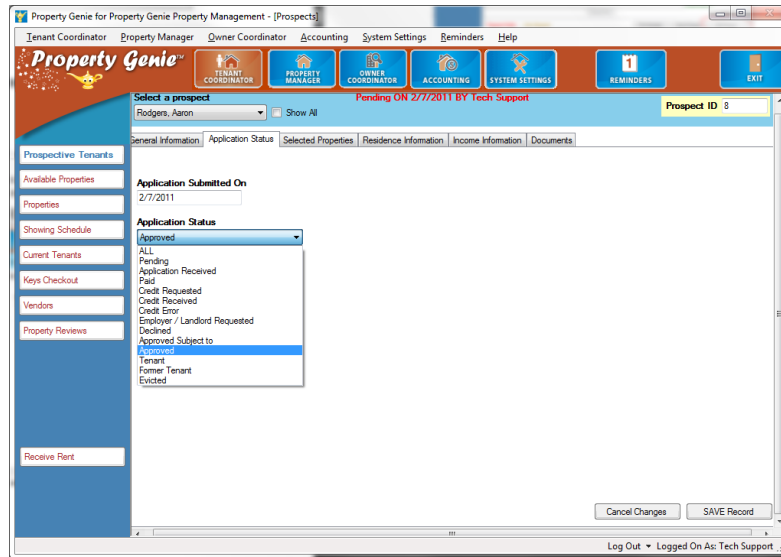
Application Submitted On: 2/7/2011 On: 2/7/2011 By: Tech Support

Application Status: Pending

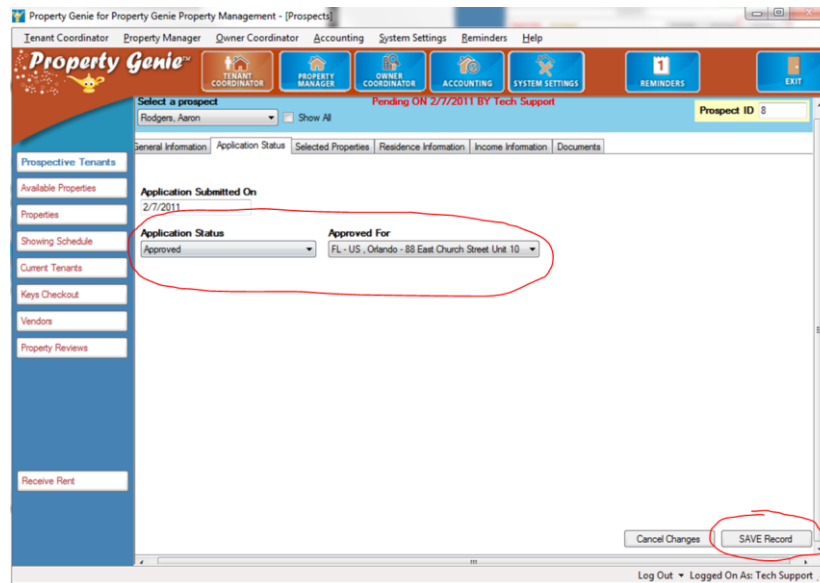
Edit Record

Log Out Logged On As: Tech Support

- After CLICKING the **Edit Record** button you can select a new **Application Status** for the Prospects.



10. Please select **“Approved”** from the drop down list on the right hand side. Then select the **Property** for which they are **Approved For** from the dropdown that appears in the middle of the screen. Then CLICK the **SAVE Record** button in the lower right hand corner of the window.



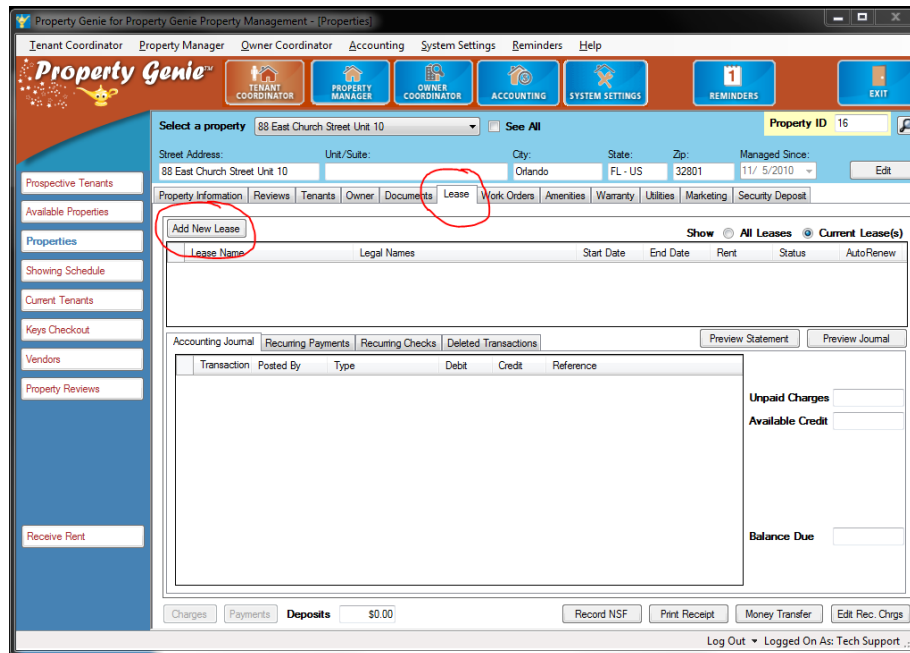
REPEAT STEPS 1-10 For **LEASES** with **MULTIPLE TENANTS**, until all of the **Tenants** records have been created and **Approved** for the **Property**.

11. Once all of the **Tenants** have been **Approved** for their selected property, NAVIGATE to the **Lease** tab of the **Property Profile**.

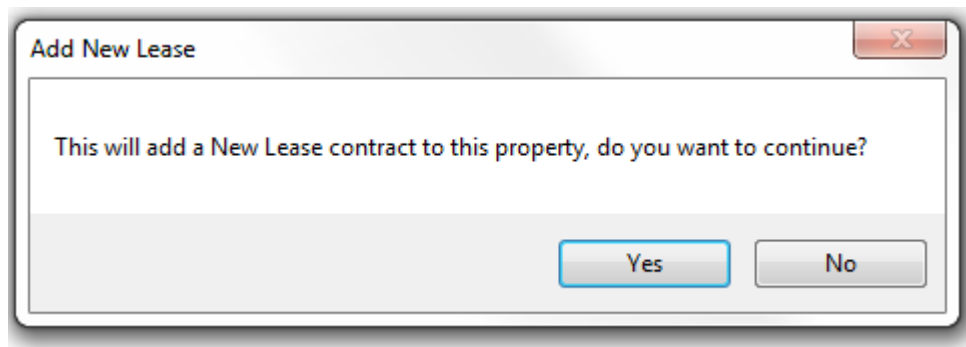
(From the Prospect Application Screen you can use the “Go to Property” button to open the record for the selected Property.)

The screenshot displays the 'Property Genie' software interface. At the top, there's a navigation bar with tabs: Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Help. Below this is a sub-navigation bar with icons for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Exit. The main content area is titled 'Select a prospect' and shows a dropdown menu with 'Rodgers, Aaron' selected. To the right of the dropdown is a 'Show All' button and a 'Prospect ID' field. Below the dropdown, there are several tabs: General Information, Application Status, Selected Properties, Residence Information, Income Information, and Documents. The 'Application Status' tab is active, showing 'Application Submitted On' as 2/7/2011 and 'Application Status' as 'Approved'. The 'Approved For' field shows 'FL - US - Orlando - 88 East Church Street Unit 10'. A red circle highlights the 'Go To Property' button. At the bottom right, there is an 'Edit Record' button. The status bar at the very bottom indicates 'Log Out' and 'Logged On As: Tech Support'.

12. Once on the **Property's Profile**, select the **Lease** tab. In the Lease Tab CLICK the **Add New Lease** button.



13. Property Genie will prompt you to make sure you want to continue adding a lease to the property, CLICK the **YES** button.



14. This will bring up the **Lease Details** screen. Fill out all of the required fields and confirm all of the data to be correct before clicking the **Save Button**.

Lease Details

Lease ID 8

Lease Details

General Tenants Add Fees Move Out

*Lease Name Aaron Rodgers *Start Date 2/ 1/2011 *End Date 1/31/2012

*Rent \$1,000.00 ?Charge Tax ☐ Pets Approved ☐
 Sec. Deposit \$1,000.00 Pets Description

Prorate Rent \$0.00

Prorate Period 0

Min. Term (Months) 7

Security Refund Days 15

Security Claim Days 30

☐ No Personal Checks due to NSF

Scheduled Lease Signing: 02/06/2011 - 03:36 F

Lease Status Future Late Fee Schedule Default Late Fee

☒ Renew Automatically Increase Rent By: \$ \$0.00

☒ Convert to Monthly Increase Rent By: \$ 0 And/Or 0 %

☐ Print New Lease on Renewal

Cancel Save

15. Once all of the info is set, click the Save button. Allow you to then **Execute the Lease**. Executing the lease will change the tenants status from **Approved** to **Tenants**. It will also post the Rent and Security Deposit charges as Receivable items in the Lease Ledger.

Lease Details

Lease ID 8

Lease Details

General | Tenants | Add Fees | Move Out

*Lease Name: Aaron Rodgers *Start Date: 2/ 1/2011 *End Date: 1/31/2012

*Rent: \$1,000.00 ?Charge Tax: ☐ Pets Approved: ☐
 Sec. Deposit: \$1,000.00 Pets Description:
 Prorate Rent: \$0.00
 Prorate Period: 0
 Min. Term (Months): 7
 Security Refund Days: 15
 Security Claim Days: 30

Scheduled Lease Signing: 02/01/2011 - 03:36 F

Lease Status: Future Late Fee Schedule: Default Late Fee

☐ Renew Automatically Increase Rent By: \$ 0.00 And/Or 0.000 %
☐ Convert to Monthly Increase Rent By: \$ 0 And/Or 0 %
☐ Print New Lease on Renewal

2/ 7/2011 Execute Lease Print Lease Email
 Delete Lease Close Edit

Add Prospect

Add A Prospect

* First Name MI * Last Name

☒ Show Only Available

* Primary Choice * Primary Rent
 Secondary Choice Secondary Rent

* Move In Date: 7/ 9/2013

Add Cancel

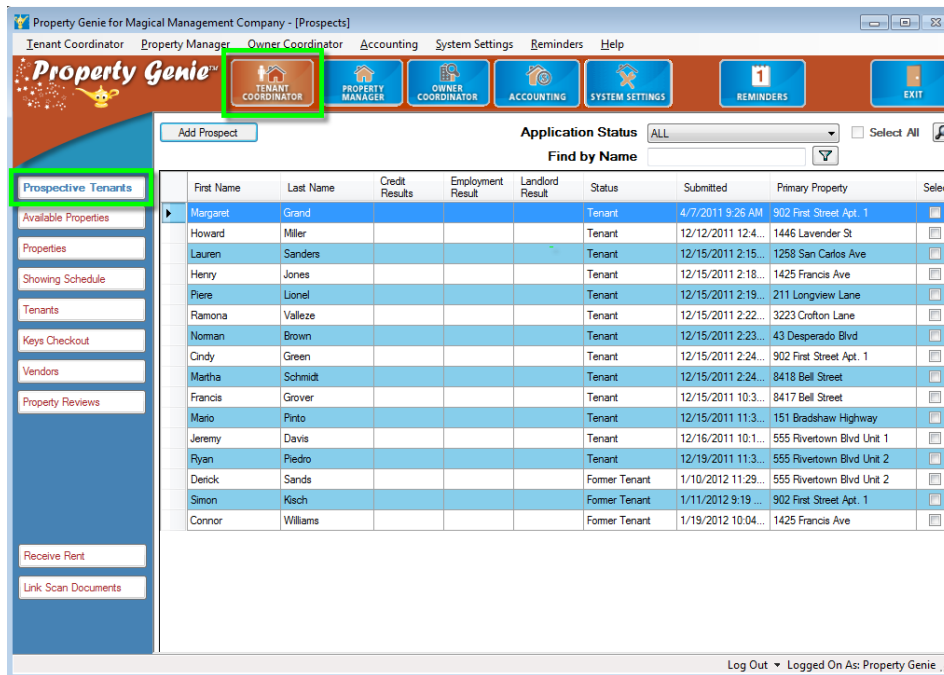
* Required Fields

Once a prospect has been added it will take you to the prospect details screen. Here you will want to fill in anymore information you have on the prospect. Keep in mind that to make a prospect approved for a property you will need to fill out a social security number and contact method. If you don't have a social security number you can put in place holder numbers such as "0001112222." To change an application status you will want to go the application status tab and click edit on the bottom.

Here you can select from several statuses. If you wish to set a prospect as approved you will also have to select the property from the drop down that appears. Once you click saved for an approved prospect, you can now go to the property and add them into a lease.

Add Prospect to Existing Lease

Step 1: Open Property Genie and Navigate to the **Tenant Coordinator / Prospective Tenants** screen.



Property Genie for Magical Management Company - [Prospects]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

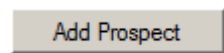
Add Prospect Application Status: ALL Find by Name: [] Select All

Prospective Tenants

First Name	Last Name	Credit Results	Employment Result	Landlord Result	Status	Submitted	Primary Property	Select
Margaret	Grand				Tenant	4/7/2011 9:26 AM	902 First Street Apt. 1	
Howard	Miller				Tenant	12/12/2011 12:4...	1446 Lavender St	
Lauren	Sanders				Tenant	12/15/2011 2:15...	1258 San Carlos Ave	
Henry	Jones				Tenant	12/15/2011 2:18...	1425 Francis Ave	
Piere	Lionel				Tenant	12/15/2011 2:19...	211 Longview Lane	
Ramona	Valleze				Tenant	12/15/2011 2:22...	3223 Crofton Lane	
Norman	Brown				Tenant	12/15/2011 2:23...	43 Desperado Blvd	
Cindy	Green				Tenant	12/15/2011 2:24...	902 First Street Apt. 1	
Martha	Schmidt				Tenant	12/15/2011 2:24...	8418 Bell Street	
Francis	Grover				Tenant	12/15/2011 10:3...	8417 Bell Street	
Mario	Pinto				Tenant	12/15/2011 11:3...	151 Bradshaw Highway	
Jeremy	Davis				Tenant	12/16/2011 10:1...	555 Rivertown Blvd Unit 1	
Ryan	Piedro				Tenant	12/19/2011 11:3...	555 Rivertown Blvd Unit 2	
Derick	Sands				Former Tenant	1/10/2012 11:29...	555 Rivertown Blvd Unit 2	
Simon	Kach				Former Tenant	1/11/2012 9:19 ...	902 First Street Apt. 1	
Connor	Williams				Former Tenant	1/19/2012 10:04...	1425 Francis Ave	

Log Out Logged On As: Property Genie

Step 2: CLICK the **Add Prospect** button in the upper-left hand corner of the screen.



Step 3: After clicking the **Add Prospect** button you will be presented with **Add a Prospect** window. Fill in all of the **required fields** (First name, last name, selected property, and move in date).

Add Prospect

Add A Prospect

* First Name Tenant's First Name MI ☐ * Last Name Tenant's Last Name

☒ Show Only Available

* Primary Choice 1258 San Carlos Ave - Sanford, FL - US - 5\3 * Primary Rent

 * Secondary Rent

* Move In Date 1/19/2012

* Required Fields

When adding a new prospect, you will need to select their “Primary Choice**” property from the drop down list in the middle of the page. By default Property Genie will only display properties in the system marked “available to show”. If the property you wish to move the prospect into is not setup as “available to show” you can uncheck the box labeled **Show Only Available** and a list of ALL of your active properties will show up.*

***Users are only required to select the **Secondary Property** if they plan on processing the tenant’s background check through Property Genie since part of the check compares the selected properties asking rent, vs. the prospects monthly income.*

Add Prospect

Add A Prospect

* First Name Tenant's First Name MI ☐ * Last Name Tenant's Last Name

☐ Show Only Available

* Primary Choice 1258 San Carlos Ave - Sanford, FL - US - 5\3 * Primary Rent 1500.0000

 * Secondary Rent \$1,500.00

1258 San Carlos Ave - Sanford, FL - US - 5\3
 1425 Francis Ave - Orlando, FL - US - 1\1
 1446 Lavender St - Deltona, FL - US - 4\2
 151 Bradshaw Highway - Longwood, FL - US - 2\1
 211 Longview Lane - Orlando, FL - US - 2\2
 3223 Crofton Lane - Orlando, FL - US - 2\2
 43 Desperado Blvd - Orlando, FL - US - 2\2
 555 Rivertown Blvd Unit 1 - Orlando, FL - US - 3\3
 555 Rivertown Blvd Unit 2 - Orlando, FL - US - 3\2
 8417 Bell Street - Orlando, FL - US - 2\2
 8418 Bell Street - Longwood, FL - US - 5\2
 902 First Street Apt. 1 - Orlando, FL - US - 1\1

Step 4: This will open up the new **Prospect Application Record**

Step 5: CLICK the **Edit Record** button in the lower right hand corner

Property Genie for Magical Management Company - [Prospects]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie

SELECT A PROSPECT Pending ON 1/15/2012 BY Property Genie

Tenant Last Name, Tenant First Show All

Prospective Tenants Available Properties Properties Showing Schedule Tenants Keys Checkout Vendors Property Reviews

General Information Application Status Selected Properties Residence Information Income Information Documents

First Name MI Last Name Preferred Contact Daytime Phone Home Phone

Tenant First Name Tenant Last Name

SS# VISA # Cell Phone Work Phone Fax

US Citizen (numbers only) Preferred E-Mail Emergency Phone 1

Date of Birth DL State Driver's License # Alternate E-Mail Emergency Phone 2

Heard about us from:

Accounting Journal Deleted Transactions

Transaction	Posted By	Type	Debit	Credit	Reference
Unpaid Charges \$0.00					
Available Credit \$0.00					
Credit Balance \$0.00					

Charges Payments Record NSF Refund

Print Information Edit Record

Log Out Logged On As: Property Genie

Step 6: Now that you are able to EDIT the Prospect's Application fill in the Required Fields.

**Note there are four required fields:*

1. Social Security Number
2. Date of Birth
3. Driver's License State
4. a SELECTION from the Preferred Contact drop down list are all

***If you choose not keep any of this information on file Property Genie recommends that you fill these fields in with data that you know to be false (ie. No SSN= 000-00-0000, no d.o.b. = 1/1/1900, etc.)*

Step 7: Once you have filled out the Required Fields, click the **Save Record** button in the lower right hand corner of the screen. If you have not filled in the required fields you will receive the following error:

*If you are going to process a background check for this prospect then you will need to fill in as much data you have from the tenant in the **RESIDENT INFORMATION** and **INCOME INFORMATION** tabs of the prospect record. Any data you have about your prospect is important to keep on file and Property Genie recommends you retain all of the data they provide.*

Step 8: After **SAVING** the record **NAVIGATE** to the next tab of the prospect record. Once in the **Application Status** tab, click the **Edit Record** button in the lower right hand corner of the screen.

Select a prospect Pending ON 1/19/2012 BY Tech Support Prospect ID: 20

Tenant Last Name, Tenant First Show All

General Information | **Application Status** | Selected Properties | Residence Information | Income Information | Documents

Application Submitted On: 1/19/2012 On: 1/19/2012 By: Tech Support

Application Status: Pending

Step 9: After CLICKING the **Edit Record** button you can select a new **Application Status** for the Prospects.

Property Genie for Magical Management Company - [Prospects]

Tenant Coordinator | Property Manager | Owner Coordinator | Accounting | System Settings | Reminders | Help

Property Genie

TENANT COORDINATOR | PROPERTY MANAGER | OWNER COORDINATOR | ACCOUNTING | SYSTEM SETTINGS | REMINDERS | EXIT

Select a prospect Pending ON 1/19/2012 BY Tech Support Prospect ID: 20

Tenant Last Name, Tenant First Show All

General Information | **Application Status** | Selected Properties | Residence Information | Income Information | Documents

Prospective Tenants

Available Properties

Properties

Showing Schedule

Tenants

Keys Checkout

Vendors

Property Reviews

Receive Rent

Link Scan Documents

Application Submitted On: 1/19/2012

Application Status

- Pending
- ALL
- Pending
- Application Received
- Paid
- Credit Requested
- Credit Received
- Credit Error
- Employer / Landlord Requested
- Declined
- Approved Subject to
- Approved**
- Tenant
- Former Tenant
- Evicted

Cancel Changes

Log Out Logged On As: Tech Support

Step 10: Please select **"Approved"** from the drop down list on the right hand side. Then select the **Property** for which they are **approved for** from the dropdown that appears in the middle of the screen. Then CLICK the **SAVE Record** button in the lower right hand corner of the window.

Property Genie for Magical Management Company - [Prospects]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Select a prospect Pending ON 1/19/2012 BY Tech Support Prospect ID: 20

Tenant Last Name, Tenant First Show All

General Information Application Status Selected Properties Residence Information Income Information Documents

Prospective Tenants Available Properties Properties Showing Schedule Tenants Keys Checkout Vendors Property Reviews

Application Submitted On 1/19/2012

Application Status Approved Approved For FL - US, Sanford - 1258 San Carlos Ave 5\3

Cancel Changes SAVE Record

Log Out Logged On As: Tech Support

****For LEASES with MULTIPLE TENANTS, REPEAT STEPS 1-10 until all of the Tenants records have been created and Approved for the Property.***

Step 11: Once all of the **Tenants** have been **Approved** for their selected property, NAVIGATE to the **Lease** tab of the **Property Profile**.

From the Prospect Application Screen you can use the "Go to Property" button to open the record for the selected Property.

General Information Application Status Selected Properties Residence Information Income Information Documents

Application Submitted On 1/19/2012 On 1/19/2012 By Tech Support

Application Status Approved Approved For FL - US, Sanford - 1258 San Carlos Ave 5\3

Go To Property

Approved Letter

Step 12: Once on the **Property Record**, navigate to the **Lease** tab.

Step 13: In the **Lease** tab, DOUBLE-CLICK on the lease you wish to enter.

Property Genie for Magical Management Company - [Properties]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

SELECT a property 1258 San Carlos Ave See All Property ID 10

Street Address: 1258 San Carlos Ave Unit/Suite: City: Sanford County: FL State: US Zip: 32771 Managed Since: 12/15/2011

Property Information | Reviews | Tenants | Owner | Documents | **Lease** | Work Orders | Amenities | Warranty | Utilities | Marketing | Security Deposit

Add New Lease Move Lease

Show All Leases Current Lease(s)

Lease Name	Legal Names	Start Date	End Date	Rent	Status	AutoRenew
Original Tenant's Name on Lease	Original Tenant's Name on Lease	2/15/2011	2/29/2012	\$1,250.00	Current	

Double Click on the Lease you wish to enter

Accounting Journal Recurring Payments Recurring Checks Deleted Transactions Preview Statement Preview Journal

Transaction Date	Posted By	Type	Debit	Credit	Reference
2/15/2011	Tech Support	Security Deposit	\$1,250.00		Security Deposit
2/15/2011	Tech Support	Check		\$1,250.00	Check 225
2/15/2011	Tech Support	Check	\$1,250.00		Deposit for: Security Deposit
2/15/2011	Tech Support	Cashiers Check		\$1,823.77	Cashiers Check 4151
3/29/2011	Tech Support	Check - Personal	\$1,250.00		Check - Personal 4455
4/1/2011	Tech Support	Rent	\$1,250.00		Rent
4/5/2011	Tech Support	Keys	\$25.00		House Keykeyd By Owner
4/5/2011	Tech Support	Cash		\$25.00	Cash for new keys
4/22/2011	Tech Support	Check - Personal	\$12,250.00		Check - Personal 4456
5/1/2011	Tech Support	Rent	\$1,250.00		Rent

Unpaid Charges \$0.00
Available Credit \$11,000.00
Credit Balance (\$11,000.00)

Charges Payments Deposits \$1,250.00 Record NSF Print Receipt Money Transfer

Log Out Logged On As: Tech Support

Step 14: From the Lease Details window, click on the TENANTS tab.

Lease Details

Lease Details

General Tenants Add Fees Move Out

*Lease Name Original Tenant's Name on Lease *Start Date 2/15/2011 *End Date 2/29/2012

*Rent \$1,250.00 Sec. Deposit \$1,250.00 Prorate Rent \$573.77 Prorate Period 14 Min. Term (Days) 12 Security Refund Days 15 Security Claim Days 30

☐ No Personal Checks due to NSF Lease Status Current Scheduled Lease Signing: 02/01/2011 - 02:15 F Late Fee Schedule \$25 late fee Custom Late Notice

☐ Renew Automatically Increase Rent By: \$ 0.00 And/Or 0.000 %
☐ Convert to Monthly Increase Rent By: \$ 0 And/Or 0 %
☐ Print New Lease on Renewal

☐ Pets Approved Pets Description
☐ Terminate on Sale Terminate on Sale Days 0
 Keys Given 0
 Remotes Given 0
 Pool Keys Given 0
 MailBox Keys Given 0
☐ Require Full Payment

Print Lease Renew Close Edit

Step 15: In the Lease Details / Tenants tab, click the EDIT RECORD button.

Lease Details

General | **Tenants** | Add Fees | Move Out

Quick Add Customer Name
 Original Tenant's Name on Lease

Legal Names
 Original Tenant's Name on Lease

Informal Names
 Original Tenant's Name on Lease

Other Occupants

Tenants

Name	Status	Select
Original Tenant's Name on Lease	Tenant	☒

Add New Tenant

Special Provisions

Print Lease Renew
 Close **Edit**

PropertyGenie

WARNING! Changing information after a lease has been closed will result in having to adjust posted transactions.

OK

Click **OK to Accept the message that prompts "WARNING! Changing information after a lease has been closed will result in having to adjust posted transactions."*

Step 16: Click the button labeled **Add New Tenant**

Add New Tenant

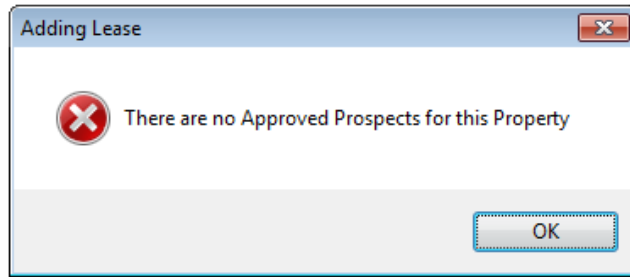
Step 17: Click the button labeled **Add New Tenant** and then click the **YES** button when the system tells you that "Adding a tenant to a closed lease cannot be un-done except by moving out the tenant. Are you sure you want to add a Tenant to this Lease?"

Adding Tenant

Adding a tenant to a closed lease can not be un-done except by moving out that tenant. Are you sure you want to add a Tenant to this Lease?

Yes No

**If you did not update the new prospect to the status "Approved" (Steps 9 & 10) you will get the following error stating "There are no Approved Prospects for this Property"*



Step 18: Select the Prospect you want to move in from the **TENANT** list, and also set the **Move in** Date. Finally click the **ADD** button.

Step 19: Click the **Yes** button to confirm that “you want to add this Prospect as a tenant to this lease”

**Repeat Steps 18 & 19 until you have moved in all of the approved prospects you want as tenant on this property lease.*

Step 20: Click the **CLOSE** button when you are done adding tenants.

Step 21: Click the **SAVE** button in the lower-right hand corner

Step 22: Click the **CLOSE** button to close the lease details screen.

****Notice the Lease's Legal Names and Informal Names fields update to include the new tenant's name in each.***

*****The QuickBooks Customer Name will not update automatically. If you wish to update this field you will also need to manually update the Customer: Job record in QuickBooks to match.***

******After clicking SAVE the new tenant's will show up in the TENANT list of the lease details.***

Lease Details

Lease Details

General | **Tenants** | Add Fees | Move Out

QuickBooks Customer Name
Original Tenant's Name on Lease

Legal Names
Original Tenant's Name on Lease, Tenant First Name Tenant Last Name

Informal Names
Original Tenant's Name on Lease, Tenant First Name

Other Occupants

Tenants

Name	Status	Select
Original Tenant's Name on Lease	Tenant	☒
Tenant First Name Tenant Last Name	Tenant	☒

Add New Tenant

Special Provisions

Print Lease Renew Close Edit

Lease Details

Lease Details

General | **Tenants** | Add Fees | Move Out

QuickBooks Customer Name
Original Tenant's Name on Lease

Legal Names
Original Tenant's Name on Lease, Tenant First Name Tenant Last Name

Informal Names
Original Tenant's Name on Lease, Tenant First Name

Other Occupants

Tenants

Name	Status	Select
Original Tenant's Name on Lease	Tenant	☒
Tenant First Name Tenant Last Name	Tenant	☒

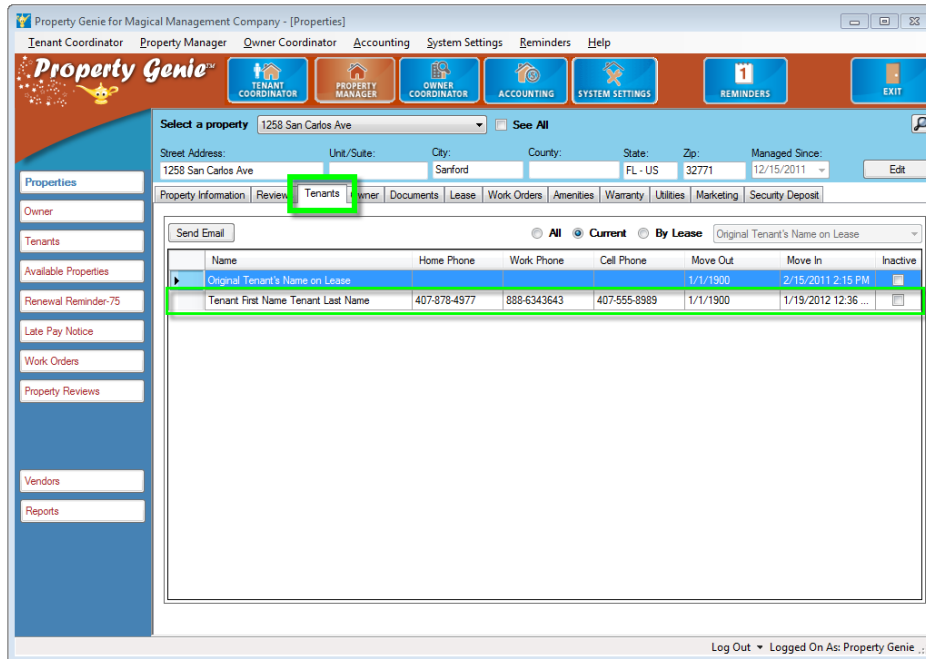
Add New Tenant

Special Provisions

Cancel Save

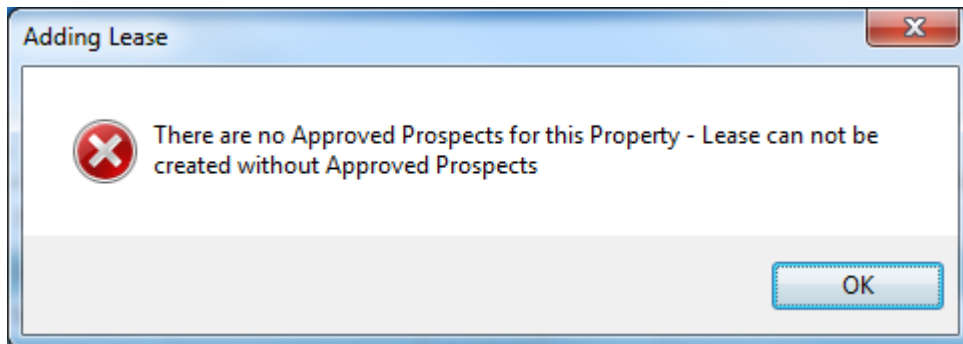
****Congratulations, you have successfully moved in a new prospect to an active lease in Property Genie***

*****You will now find that the Prospect's record has been changed from "Approved" to "Tenant", and they will now show up on all of the current tenant reports in Property Genie.***



Add New Lease

To add a new lease, go to the property manager and double click on the property you want to setup the lease on. Now you can go to the lease tab and click add new lease at the top. Keep in mind that if you don't have an approved prospect, a message box will come up letting you know and you will not be able to create a lease.



Now when the lease details screen comes up, it will look similar to this:

Lease Details

Lease ID 66

Lease Details

General

Tenants

Addl Fees

Move Out

*Lease Name

*Start Date

7/10/2013

*End Date

7/31/2014

*Rent

\$950.00

☐ Daily Rent

Sec. Deposit

\$950.00

☐ Charge Tax?

☐ Pets Approved

Prorate Rent

\$685.25

☐ Terminate on Sale

Prorate Period

22

Terminate on Sale Days

0

Min. Term (Days)

3

Keys Given

0

Security Refund Days

15

Remotes Given

0

Security Claim Days

30

Pool Keys Given

0

☐ No Personal Checks due to NSF

MailBox Keys Given

0

Lease Status

Future

Scheduled Lease Signing:

07/09/2013 - 10:55 A

Late Fee Schedule

\$25 late fee

☐ Require Full Payment

Custom Late Notice

Browse

☐ Renew Automatically

Increase Rent By: \$

\$0.00

And/Or

0.000 %

☐ Convert to Monthly

Increase Rent By: \$

0

And/Or

0 %

☐ Print New Lease on Renewal

Cancel

Save

Be sure to type in a lease name and fill out the rest of the important information. Also don't forget to set your late fee schedule for this lease. Once you fill out all the information, click the save button. Clicking save does not execute the lease, you will have to click execute lease in the bottom left corner after you click save. After a lease is executed it will post several charges, rent, pro-rated rent, and a security deposit charge.

How to Move a Lease From One Property to Another

If the tenant is on a lease in one property and you want to move the lease to another property you can use the Move Lease button seen in the screenshot below (click on the lease name and the button will be visible).

A few things to keep in mind: When you move a lease the only items from the existing accounting journal that move to the new are security deposits. So if there is any balance due or credits, they do NOT transfer. PG expects the journal to have a zero balance for the particular property they are in prior to moving the lease.

The screenshot shows the Property Genie software interface. The top navigation bar includes links for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Help. The main header displays the Property Genie logo and a navigation menu with icons for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Exit. The left sidebar contains a list of properties and a search bar. The main content area shows the 'Select a property' dropdown set to '909 S. 9th Street'. Below this, there are fields for Street Address, Unit/Suite, City, County, State, and Zip. The 'Lease' tab is selected, and the 'Move Lease' button is highlighted in a red circle. The 'Show' dropdown is set to 'Current Lease(s)'. The table below lists leases with columns for Lease Name, Legal Name, Start Date, End Date, Rent, Status, and AutoRenew. The table shows a lease for 'Vancant' with a rent of \$1,000.00. Below the table, there is an 'Accounting Journal' section with tabs for Deposits, Recurring Payments, Recurring Checks, and Deleted Transactions. The 'Deposits' tab is selected, showing a list of transactions with columns for Transaction Date, Posted By, Type, Debit, Credit, and Reference. The transactions include 'Tenant Credit', 'Security Deposit', 'Check', 'Security Deposit Credit', 'Refund to Tenant', and 'Rent'. The 'Credit Balance' is shown as \$1,000.00. At the bottom, there are buttons for 'Charges', 'Payments', 'Deposits', 'Record NSF', 'Print Receipt', and 'Money Transfer'. The 'Log Out' button is also visible.

Lease Name	Legal Name	Start Date	End Date	Rent	Status	AutoRenew
Vancant	Any Vancant	1/29/2015	1/31/2016	\$1,000.00	Current	

Transaction Date	Posted By	Type	Debit	Credit	Reference
3/12/2015	Tech Support	Tenant Credit		\$1,000.00	Bad Debt
3/20/2015	Tech Support	Security Deposit	\$1,000.00		Security Deposit
3/20/2015	Tech Support	Check		\$1,000.00	Check 123
3/20/2015	Tech Support	Security Deposit Credit		\$1,000.00	Security Deposit Credit
3/20/2015	Tech Support	Refund to Tenant	\$1,000.00		Refund to Tenant
3/25/2015	Tech Support	Check	\$1,000.00		Check 123 Apr Rent
3/26/2015	Tech Support	Cash		\$1,000.00	Cash
3/26/2015	Tech Support	Security Deposit	\$5,000.00		security deposit
3/26/2015	Tech Support	Cash		\$5,000.00	Cash
4/1/2015	Tech Support	Rent	\$1,000.00		Rent

Unpaid Charges: \$0.00
Available Credit: \$1,000.00
Credit Balance: (\$1,000.00)

How to Record NSF

To record an NSF check, go to the property manager and double click on the property. Now you can go to the lease tab and click on the check that was returned in the accounting journal. Click on the "Record NSF" button at the bottom of the screen. The NSF check fee is the amount you are charging the tenant for the returned item. If the check that was returned was applied to a charge that is set to transfer to the owner when paid, you will see a debit record created on the Owners Accounting Journal once you post the NSF.

Property Genie for Tech - Magical Management Co - [Properties]

Tenant Coordinator | Property Manager | Owner Coordinator | Accounting | System Settings | Reminders | Help

Property Genie™

TENANT COORDINATOR | PROPERTY MANAGER | OWNER COORDINATOR | ACCOUNTING | SYSTEM SETTINGS | REMINDERS | EXIT

Select a property: 151 Bradshaw Highway | See All | Property ID: 18

Street Address: 151 Bradshaw Highway | Unit/Suite: | City: Longwood | County: | State: FL - US | Zip: 32750 | Search Code: | Managed Since: 12/15/2011 | Edit

Property Information | Reviews | Tenants | Owner | Documents | Lease | Work Orders | Amenities | Warranty | Utilities | Marketing | Security Deposit

Add New Lease | Move Lease

Lease Name: Mario Pinto

NSF Posting Date: 4/21/2014 | NSF Check Fee: \$0.00

Post NSF | Cancel

Transaction Date	Posted By	Type	Amount	Description
2/10/2014	Tech Support	Check		
2/10/2014	Tech Support	Rent	\$900.00	rent
2/10/2014	Tech Support	Tenant Credit	\$200.00	Tenant Rent Credit
2/10/2014	Tech Support	Check	\$700.00	Check
2/11/2014	Tech Support	Rent	\$900.00	Rent
2/11/2014	Tech Support	Tenant Credit	\$200.00	Tenant Rent Credit
2/11/2014	Tech Support	Check	\$700.00	Check
2/20/2014	Tech Support	NSF Check	\$700.00	NSF for Check Reference Check
2/20/2014	Tech Support	NSF Fee	\$30.00	NSF Fee for Check Ref Check
2/20/2014	Tech Support	Check	\$730.00	Check 399

Charges: | Payments: | Deposits: \$0.00 | Record NSF | Print Receipt | Money Transfer

Unpaid Charges: \$0.00 | Available Credit: \$0.00 | Credit Balance: \$0.00

Log Out | Logged On As: Tech Support

Move only one Tenant out of a Lease

To move out just one tenant off a lease, go to the tenant coordinator then click tenants on the left bar and double click the tenant you want to move out. Click the lease Information tab and click edit in the bottom right. Here you will want to put in the dates and make sure you fill in the notice given by field. Click save record and now click move out in the bottom left. This will only move out one tenant off the lease.

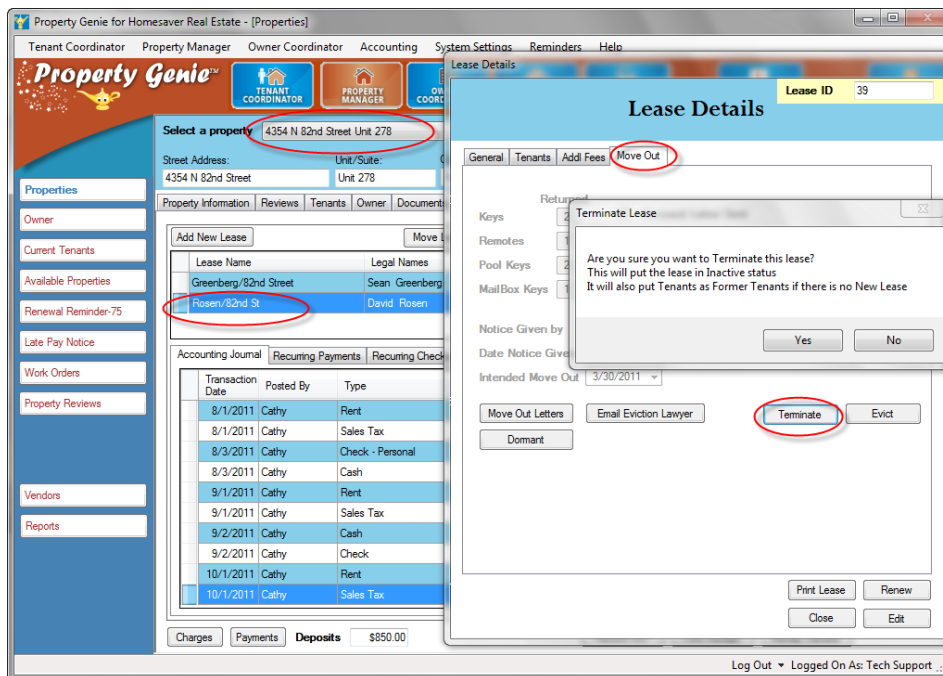
How to Make a Tenant/Lease Inactive

Go to the property and click on the Lease tab. Double click on the lease you want to make inactive. Click on the Move Out tab of the lease and complete the information needed to move the tenant(s) out.

Once the tenants have been moved out, you can make the Lease Dormant or Terminate it.

If there are accounting transactions that may still need to be processed, including disposition of the security deposit, simply make the lease dormant.

If everything has been finalized and you are completely done with this Lease you can click the Terminate button to terminate it.



Link Scan Documents

Choose where you would like to place the document (under owner or property), and select the owner or property. Browse for the file. Edit the file name if you choose, directly in the field text box. Choose if you want to move the document from its current location (like a "cut") or leave it in the current location and copy it to the PG document or owner folders. Click Add

Now, you have a choice. If you wish to upload the document now, check off Upload and click Process. The document will upload to a new page on the owners screen.

If you want to upload the document later, don't click upload and Click Process

You would then link the document to a work order. (See Work Orders)

Property Reviews

This tab in the Property Manager screen array is used for recording all of the typical property reviews that may be done, like move in, move out and interim reviews

Reviews (scheduled) Active reviews are listed here. Double click to open review forms. BEFORE SCHEDULING A REVIEW, MAKE SURE THE PROPERTY REVIEW ITEMS TAB HAS BEEN COMPLETED BEFORE YOU SCHEDULE THE FIRST REVIEW ON A PROPERTY.

Option Checkbox

All Reviews View closed reviews

Open Reviews View open reviews (default setting)

Button — Delete Review: Delete selected review

Button — Add New Review Click to add a new review.

(Insert box here).

Select inspection date

Select inspection time

Indicate type of inspection (move in, more out, midterm,other)

Select lease (if applicable)

Check send review notice if property is occupied, and you would like Property Genie to generate a notification letter for the tenant.

Double click review to see review sheetReview type filled in by selecting the type when the review is created.

Review date: Filled in by selecting the date when the review is created.

Review by: Can be selected from the drop down.

Review Status: Scheduled, Pass, Fail. To complete a review, pass or fail must be selected.

Category

Item

Condition: Good, Fair, Poor.

Notes: Any description of the item reviewed. Notes will be included on the 7 day notice to cure document if the item is marked poor.

Print Pictures: Include pictures linked to Property Genie in review documents

Create Documents:

If the review is marked pass,then a congratulatory letter to the tenant will be created.

If the review is marked fail, then a 7 day notice to cure is generated that includes the failed items and relevant notes.

Review Sheet: Creates a printable review sheet.

Edit Review: make changes to the review

Close: close the review sheet

Property Review Items: Compiles a review sheet specific to the property (See System Settings/Review Checklist)

Button — Edit Record: Select the relevant review categories and items that you would like to be included on the review sheet.

Page Tab — Review Pictures Link review pictures to Property Genie. When a review is created, the relevant photo line is created. 30 photos may be linked.

Button – Delete

Button — Edit

User Entry Field — Enter Row Details (Top)Property reviews

Vendor Funding

Step by step for how pre-funding for vendors (cutting the vendors a check ahead of the owner rental proceeds) is designed to work.

First, Vendor (pre) Funding was developed as a way to create a revenue stream on maintenance costs without marking up the invoice. The vendor provides you a discount in exchange for your prompt payment. You charge the owner the full invoice and you take 10% of all maintenance costs. Now, if you want to be the bank without being compensated for risk, that's up to you. The functionality is the same.

Second: Here is how it works.

1. When you post a charge (I am assuming everything is set up correctly) from the work order, you check off Vendor Funding, and a check is sent to the QB transfer screen.
2. Simultaneously a charge is posted to the owner to await his rental proceeds.
3. When transferred to QB, a bill is available to pay. It is strongly recommended to have a separate bank account specifically for vendor funding—especially if it is a revenue stream. PG can track it

better—especially if you don't want to have your operating/business bank account in the same QB file as your trust accounts.

4. Now the owner pays his charge. A bill is generated for transfer made out to Vendor Funding (you have to add Vendor Funding to the QB vendor list, and put your company name in the Print on Check As field).
5. Deposit the repayment into the vendor funding account (or in your case, operating). Now you have been paid back.
6. PG generates reports to track vendor funding. Accounting/vendors/vendor funding Income and Vendor Funding Repayment. You must pull check numbers back for it to generate correctly. (Accounting/QB Transfer/Check off Get Updates from QB).

Accounting

Posting Rents

At the beginning of each month, usually the 1st, you will want to post rents for your active leases. The easiest way to post rent charges into go to the accounting section then monthly charges. Here you will want to set your date and select the properties you want to post rent to. Keep in mind that leases that have gone past their end date will not be charged. To fix this you will have to change the lease end date, renew the lease, or convert the lease to monthly. These functions can be performed in the lease details screen. To get there you double click on a lease in the lease tab on a property.

Property Genie for Dana's Magical Management Company - [Monthly Charges]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

Process: ☒ Rents and Recurring Charges 7/1/2013
☐ No Rent Management Fee 7/9/2013
☐ Late Fee 7/9/2013
☐ Recurring Charges Only 7/9/2013

Monthly Charges

Property	Lease	Tenants	Rent	Select
123 move in street tampa FL - US 33801	bob badtenant	Bob Badtenant, Add Somebody	\$1,000.00	☐
123 street 1 kissimmee FL - US 34747	3 DAY DrOwn williams	Will Williams, Steve William	\$1,200.00	☐
123 street 2 kissimmee FL - US 34747	Frontline Lease	Ryan Piedro	\$1,200.00	☐
1258 San Carlos Ave Sanford FL - US 32771	Lauren Sanders	Lauren Sanders	\$1,250.00	☐
1425 Francis Ave. Orlando FL - US 32806	Henry Jones	Henry Jones	\$500.00	☐
1446 Lavender St. Deltona FL - US 32725	testing april rent	Shawn Chen	\$1,000.00	☐
15 Main St. Test City FL - US 32700	Test Lease	Testy Tenant	\$500.00	☐
151 Bradshaw Highway Longwood FL - US 32750	Kathryn	Kathryn Rice	\$1,300.00	☐
151 Bradshaw Highway Longwood FL - US 32750	Mario Pinto	Mario Pinto	\$1,300.00	☐
1726 Majestic Oak Dr. Apopka FL - US 32712	woohoo	Steven Woohoo	\$200.00	☐
211 Longview Lane Orlando FL - US 32845	Piere Lionel	Piere Lionel	\$1,200.00	☐
2222 Paulie Drive The Villages FL - US 32162	201305133657	Test, MyReserve	\$436.00	☐
25 Main ST Sanford FL - US 32771	The Hulkster	The Hulkster	\$5,000.00	☐
2854 Malabar Ave. Unit #2 Santa Clara CA - US 95052	Davie Jones	Davie Jones	\$950.00	☐
2854 Malabar Ave. Unit #3 Santa Clara CA - US 95052	Mickey Rourke	Mickey Rourke	\$1,050.00	☐
2854 Malabar Ave. Unit #4 Santa Clara CA - US 95052	Peter Tork	Peter Tork	\$1,375.00	☐
304 Snug Harbor Circle Lake Lure NC - US 28746	Pittman	Ben Pittman	\$3,000.00	☐
304 Snug Harbor Circle Lake Lure NC - US 28746	201305130508	Pittman, Ben	\$6,540.00	☐
43 Desperado Blvd. Orlando FL - US 32851	Norman Brown	Norman Brown	\$950.00	☐

Print Renewal Reminder Print ReNew Lease Information Post Rent

Log Out Logged On As: Tech Support

Receiving Rents

There are two ways to receive rent, either through the tenant coordinator – receive rent or through accounting – payments. The most efficient way is to receive payments through the accounting – payments screen because unlike the receive rent screen under the tenant coordinator, you can apply the payment directly to the rent charge.

In the payments screen you will first want to specify whether it's going to be a new payment or use credit option. If you are using a credit, be sure to select the correct credit from the drop down list. When making a new payment be sure to fill out the payment date, type, and total payment amount. Once the payment information is entered, you will want to double click on the charge in the list in which you want to apply the payment to. To finish and save click the “record payments” button in the bottom right.

Property Genie for Dana's Magical Management Company - [Payments]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

Monthly Charges
Payments
Other Charges
Metered Charges
Renewal Reminder-300
Late Pay Notice
Owners
Properties
Recurring Payments
Pay Invoices
Statements
Pay Owner
Vendors
QuickBooks®

Next Page >

Import Payments Pay Now Outstanding Balance \$436.00 Print Receipt Record Payments

Log Out Logged On As: Tech Support

Show Payments for Tenants

Tenant Altman, Shelley Property 2222 Paulie Drive Lease 201305133657 Go To

New Payment Payment Date 07/09/2013 02:15:53 F Total Payment \$436.00
Use Credit Payment Method ACH Applied Amount \$0.00
Payment Reference Apply Clear Credit Amount \$0.00

Date	Type	Reference	Amount	Balance	Pay Ref.	Pay Date	Pay Method	Apply Amt.
5/13/2013	Rent	Rent	\$436.00	\$436.00				

You can also sign up with one of our online processors for receiving tenant payments automatically through the Web Genie website.

Once you have the necessary information from the processor set up in Property Genie and each tenant has a user login and password assigned to them you are ready to accept payments.

When a tenant makes an online payment, the email address set up in System Settings will receive an email notification. You will then go into the property and apply the credit to the appropriate charge. Or you can click the Pay Now button to manually process a credit card payment on behalf of the tenant.

Property Genie for Magical Management Co - [Company Settings]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Company Settings

Lock Database

Company Settings

Users Documents Vendors Vendor Type Adverse Actions Property Features Review Checklist Management Fees Leasing Fees Late Fee Charges Floor Plan Property Type

Next Page >

Company Info System Defaults Accounting Short Term Background Checks Marketing Uploads Reminder Emails

Reminders

Inspection - Days before Move Out 10

Marketing - Days before Move Out 60

Lease Renewal Reminder 120

Unpaid Rent Reminder Minimum \$25.00

Security Deposit Settings

Days Allowed to Return Deposit 15

Days Allowed to Make a Claim 30

Available Properties Background Color

Yellow, if over 10 days from available date.

Red, if over 20 days from available date.

Electronic 1099 Filing

☒ File 1099s Electronically

TCC from IRS 07A04

4 Character Name Code

Contact Name

Contact Phone Number

Work Orders

☒ Require Owner Amount

Lease Attorney Information

Name Lease Attorney

Email LeaseAttorney@MyWeb.com

Eviction Attorney Information

Name EvictionAttorney@MyWeb.com

Email EvictionAttorney@MyWeb.com

Taxable Charges

☒ Allow Taxable Charges

Vendor Florida Dept. of Revenue

Outlook Scanning

☒ Allow Outlook Scan

Tenant Application

Application Fee \$0.00

Convenience Fees

Paid By Credit Card Check

Tenant App CC

All Other Charges

Online Payment Processing

None

revolution

Convenience Charge

Payments Accepted

☐ e-Check

☐ MasterCard

☐ American Express

☐ Visa

☐ Discover

Accounting Email

Property Set Up Fees

+ Properties = \$0.00

0 + Properties = \$0.00

0 + Properties = \$0.00

0 + Properties = \$0.00

Edit Record

Property Genie for Magical Management Co - [Tenants]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Select a Tenant Doe, John See All

Tenant ID 13

Tenant Information Lease Information

Name JOHN DOE Application

Mailing Address (if different from lease)

Copy from Prospect

Vehicle Information

Make Model

Color License Plate #

Year

Preferred Contact E-Mail

Day Home Phone

Work Phone

Cell Phone

Fax Number

Emergency Phone 1

Emergency Phone 2

Preferred E-Mail/Login ryan123@piedro.com

Password 8327

Alternate E-Mail

Notes Deleted Notes

Date	User	Comment
------	------	---------

Delete Note Add Note Preview Notes Edit Record

When a tenant makes an online payment, the email address set up in System Settings will receive an email notification. You will then go into the property and apply the credit to the appropriate charge.

After Rent Is Paid

Once the rent charge has been paid on the lease side, it will flow over to the owners accounting journal. Typically you will see the credit for the rent payment with a debit for the management fee if you have

one. Considering that the owner has a credit balance from the rent payment, you can now pay the owner if you wish.

The screenshot shows the 'Property Genie' software interface for 'Magical Management Co - [Statements]'. The top navigation bar includes links for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Help. Below this is a toolbar with icons for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Exit. The main window is titled 'Owner Statements' and 'Tenant Statements'. It features a sidebar on the left with links for Monthly Charges, Payments, Other Charges, Metered Charges, Renewal Reminder-75, Late Pay Notice, Owners, Properties, Recurring Payments, Pay Invoices, Statements, Pay Owner, Vendors, and QuickBooks®. The main content area has a form for selecting an Owner (Bell, Alex), Property (123 Main St), and Property Manager (Test). It includes checkboxes for 'Delete Previous Statement and Re-Create', 'Show Only Active Owners', 'Don't Include Zero Dollar Statements', 'ACH', 'Checks', and 'Select All'. Below this is a table of tenants with columns for Last Name, First Name, Address, City, State, Zip, Status, Property Mgr, and Select. The table lists 12 tenants, including Diaz, McKay, Sotomayor, Bell, Crofton, Diaz, Franklin, Monroe, Negate, Sanz, Smith, and Stevens. At the bottom, there is a 'Global Statement Message' field, checkboxes for 'Print', 'Proof Copy', 'Include Summary', 'Process for Rent Received', 'Force Print', and 'Period Format', an 'End Date' field (05/01/2014 03:36:13 P), and a 'Print & Upload' button. The bottom status bar shows 'Log Out' and 'Logged On As: Tech Support'.

Last Name	First Name	Address	City	State	Zip	Status	Property Mgr	Select
Diaz	Bill	449 Winding Oak Ln	Longwood	FL	32750	Active	Test	☐
McKay		235 Sunshine Ave	Deland	FL	32151	Active	Test	☐
Sotomayor	Anna	5112 Friendship Ave	Celebration	FL	33252	Active	Test	☐
Bell	Alex	825 Grassy Point Loop	Lake Mary	FL	32746	Active	Tish Monroe	☐
Crofton	Susan	2000 Blacksmith Lane	Oakville	ON	LGM2T2	Active	Tish Monroe	☐
Diaz	Bill	449 Winding Oak Ln	Longwood	FL	32750	Active	Tish Monroe	☐
Franklin	John			FL		Active	Tish Monroe	☐
Monroe	Tish	209 San Carlos Ave	Sanford	FL	32771	Active	Tish Monroe	☐
Negate	Dylan	5181 French Ave	Atlanta	GA	445411	Active	Tish Monroe	☐
Sanz	Stephanie	12515 Deer Lake Drive	Redmond	WA	12253	Active	Tish Monroe	☐
Smith	Frank			FL		Active	Tish Monroe	☐
Stevens	Julia	654 Sandy Creek Ave	Miami	FL	33251	Active	Tish Monroe	☐

Posting Other Charges

Enter any management company or vendor charge to an individual ledger, or multiple ledgers for owners and tenants.

Vendor Invoice or Memo: this will print on the check memo line when transferred to QB: 20 characters or less

Work Order type: a very basic work order is created when Paying Vendor Invoice is checked, in order to record the check number and check date from QB when the check is cut. Indicate a vendor type (electrical, advertising etc) from the drop down to identify the basic work order created.

The charges posted to the owner must either be for a vendor charge, or reimbursement to the management company, or be income charge for the management company.

Property Genie for Magical Management Co - [Other Charges]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Show Charges for: **Tenants** Select a Property: 1258 San Carlos Ave, Sanford FL - US 32 Show All Select All

Property	Status	Lease	Tenants	Rent	Select
1258 San Carlos Ave Sanford FL - US	Current	Lauren Sanders	Lauren Sanders	\$1,250.00	☒

Charge Type: [Select a Charge] Amount: \$0.00 Date: 5/1/2014 Priority: Low

Reference: ☐ Reimburse Owner Post

☒ Paying Vendor Invoice Vendor's Invoice or Memo: AC Company

Work Order Type: Electrician

Log Out Logged On As: Tech Support

Posting Metered Charges

In order to use the Metered Charges, you must first have a charge set up under System Settings/Charges and it must be designated as a metered charge type. Once that is done, upon entering the Metered Charges, you will be able to select the charge from the Charge Type drop down.

You will enter a Rate, Date, Reference and Invoice Total. You can also check the box to include the meter reading in the reference and that will show on the Statement and accounting journal.

By entering the invoice total, the system will keep track of the charges on each lease making sure the total individual charges sum up to the Invoice Total.

Once all charges are entered and selected and the transaction is in balance you can click the Post Charges.

Property Genie for Magical Management Co - [Metered Charges]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

Charge Type: Water Bill Rate: \$0.00 Date: 5/1/2014 Reference: Water Bill Include Meter Reading in Reference: Invoice Total: Priority: Low Select All

Property	Lease	Last Reading Date	Last Reading	Current Reading	Amount	Select
123 Main St. Sanford, FL - US	John Smith					☐
1258 San Carlos Ave. Sanford	Lauren Sanders	7/11/2012	60.0000			☐
1425 Francis Ave. Orlando FL	Henry Jones and Bob Brady	7/11/2012	100.0000			☐
1446 Lavender St. Deltona FL	Howard Miller	7/11/2012	0.0000			☐
1446 Lavender St. Deltona FL	John Doe	7/11/2012	0.0000			☐
151 Bradshaw Highway Long	Mario Pinto					☐
151 Bradshaw Highway Long	Mario Pinto					☐
151 Bradshaw Highway Long	Mario Pinto					☐
3223 Crofton Lane Orlando FL	Ramona Valleze	7/11/2012	600.0000			☐
3223 Crofton Lane Orlando FL	Ramona Valleze					☐
43 Desperado Blvd Orlando FL	Norman Brown					☐
43 Desperado Blvd Orlando FL	Norman Brown					☐
555 Rivertown Blvd Unit 1 Orla	Jeremy Davis					☐
555 Rivertown Blvd Unit 1 Orla	Jeremy Davis					☐
555 Rivertown Blvd Unit 2 Orla	Jane Smithfield					☐
8417 Bell Street Orlando FL -	Francis Grover	7/11/2012	200.0000			☐
8418 Bell Street Longwood FL	Martha Schmidt	7/11/2012	0.0000			☐
902 First Street Apt. 1 Orlando	Michelle Johnson					☐
902 First Street Apt. 1 #201 Or	Cindy Green	7/11/2012	200.0000			☐

Next Page > Clear Total Amount to be Charged: \$0.00 Post Charges

Log Out Logged On As: Tech Support

Renewal Reminders

Based on the number of days indicated in System Settings/System Defaults, the system will display any leases set to expire with this timeframe.

You can select based on the Property Manager as well as whether or not the lease is set to Auto Renew.

From here you can email and/or print reminders to the tenant.

Property Genie for Magical Management Co - [Renewal Reminder Notice List]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

Leases Management Agreements

Select Property Manager: All Auto Renew: All Generate Documents Select All

Lease Description	Property	Tenant	Lease End Date	AutoRenew	Select
Francis Grover	8417 Bell Street	Francis Grover	5/25/2014	☐	☐
John Smith	123 Main St	John Smith	5/30/2014 5:40 ...	☐	☐
Mario Pinto	151 Bradshaw Highway	Mario Pinto	5/1/2014 11:38 ...	☐	☐

Next Page >

Log Out Logged On As: Tech Support

Late Pay Notice

This screen contains those leases who have not paid rent by the date the first late fee is charged (whether the late fee has actually been posted in Monthly Charges or not). This screen is where late pay notices are generated.

You can select for a particular Property Manager and then select individual tenants. You will need to indicate a date to print on the notice as well.

The screenshot shows the 'Property Genie for Magical Management Co - [Late Pay Notice List]' window. The top menu bar includes: Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Help. Below the menu is a toolbar with icons for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Exit. The main area has a 'Select Property Manager' dropdown set to 'All' and a 'Select All' checkbox. A table displays lease information:

Address	Lease	Unpaid Amount	Select
1446 Lavender St	Howard Miller	\$3,500.00	☐
1446 Lavender St	John Doe	\$9,500.00	☐
151 Bradshaw Highway	Mario Pinto	\$1,430.00	☐
555 Rivertown Blvd Unit 2	Jane Smithfield	\$600.00	☐

Below the table, there is a 'Payment Due Date' dropdown set to 'Thursday May 01, 2014', a 'Require Payment in Full' checkbox, and a 'Process LatePay Notices' button. The footer includes 'Log Out' and 'Logged On As: Tech Support'.

Recurring Payments

Owner Recurring payments are paid from this screen. They must be paid month by month. Property Genie assigns priority to owner recurring payments, so owner funds are held for recurring payments first.

Click the radial button to select a single property. IF you choose to force pay a recurring payment without funds, you must select the property individually from this drop down menu, select in the checkbox, and click Make Payment. A series of warnings will give you the opportunity to verify this option that can put the owner into a negative balance.

Recurring Payment for Date: This date will include all recurring payments for the selected month to date.

If you check Select All, this will select all properties listed, or you can individually select them. When the screen opens, PG will auto-select those owners who have sufficient funds to pay the recurring payment.

Even if Select All is clicked in the group screen, PG will not pay the recurring payment if the owner does not have enough funds on their ledger.

When your selections are complete, clicking the Make Payments button will initiate each payment in the individual owner ledger, and pay those recurring charges in the relevant owners' ledgers.

Property Genie for Magical Management Co - [Recurring Payments]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property 123 Main St, Sanford FL - US 32771 All Recurring Payments For: 5/ 1/2014 Select All

Property	Vendor	Charge Type	Memo	Period	Due On	Balance	Amount	Select
123 Main St	Magical Management Co	Pest Control	Monthly	Monthly	3/1/2014	\$900.00	\$12.00	☒
211 Longview Lane	Broker Tom	Cleaning		Monthly	1/1/2014	\$0.00	\$100.00	☐
3223 Crofton Lane	Broker Tom	Management Fee		Monthly	6/12/2012	\$1,900.00	\$27.00	☒
3223 Crofton Lane	Broker Tom	Management Fee		Monthly	6/12/2012	\$100.00	\$27.00	☒

Next Page > Make Payments Log Out Logged On As: Tech Support

Pay Invoices

Use this screen to pay all outstanding invoices for an owner (excluding recurring payments *see recurring payments).

You have the option to Process All Owners (default selection) and Property Genie will search all owners, identify charges, pay those charges in full if money is available, and transfer funds between properties of the same owner to pay outstanding posted charges.

You can also select a particular owner to view outstanding posted charges and available credits.

Click Pay Invoices to pay all owners or the selected owner.

Property Genie for Magical Management Co - [Pay Invoices]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Process All Owners Select an Owner Negate, Dylan

Owner Credits

Property	Pay Date	Payment	Credit	Hold

\$0.00

Owner Payables

Priority	Property	Chg. Date	Charge	Balance
Low	211 Longview Lane	3/22/2014 1:25	Management Fee: Management Fee	\$120.00

\$120.00

Pay Invoices

Log Out Logged On As: Tech Support

Statements

To create statements, you will want to go to the accounting – statements screen. This will give you a list of owners to create statements for. You can either select all the owners and certain ones. At the bottom you will see options to choose from. By default the statements will print and upload. If you want to change that you can uncheck print to upload only or click proof copy to just preview the statements.

Keep in mind that if you need to make changes to the journal between a time period a statement is generated for, you will need to first delete the statement for that period. The accounting journal becomes locked for periods that a statement has been generated for. To delete a statement you will need to go to the owner tab on the property then click the statements tab in the middle. Here will be a list of generated statements and also the ability to delete a statement.

Proof statements, final monthly statements, year to date statements and year end statements for owners (and tenants) are created from this screen.

From this screen owner statements can be proof read singly or in a group, generated for printing, export, or uploaded to the Property Genie integrated website.

You can Select a single owner, a single property or by a particular property manager.

Include all active owners (default sorted by Property Manager). Click the heading of any column to sort by that column.

Delete Previous Statement and Re-Create. This will delete the statement most recently created, and replace it with a new one.

Show only Active Owners Does not include inactive or pending owners.

Don't Include Zero Dollar Statements is useful at year end when printing statements for comparison to 1099's.

You can check the boxes accordingly if you only want to create statements for your Owners paid via ACH or Owners paid by Check.

Proof Copy: Click this box for a proof (not final) copy. A copy of the proof version will not be saved or linked to the system. This is generally used to proof the journals for your Owners to make sure all are correct prior to printing final copies.

Include Summary will summarize the total of income and expenses for the month. Most useful for owners with multiple properties.

Process for Rent Received: By default, this box is checked. Only owners who have received rent for the month are included in the list. To include all owners, whether they received rent or not for the month, uncheck this box, and refresh the screen. To refresh this screen, click a single property using the option check box at the top. Then click the All properties option.

Force Print: Require all owners, regardless of rent received to print

Period Summary Format: This checkbox gives the option to date range a statement. It provides a categorical summary of all income, reimbursements, and expenses for the date ranged. Intended as a year end statement, but any date range can be selected. No document is created and saved in the documents folder, but it can be exported.

End Date: Select the end date of the summary. The beginning statement date and time reflects the end date and time of the previous statement. Once a final statement is run for the month, the owner ledger will not permit additional transactions to be added in previous statement periods. A copy of the final statement, will be saved in the owner document folder and a link is contained in the Owner tab of the Property Manager Screen array, and in the Owner Properties in the Owner Coordinator screen array .

Print & Upload: Click this button to create a final monthly statement with the end date indicated. The statement will both print and upload. To upload only, uncheck Print. If online owner statements are not enabled in the Web Genie (Tenant Coordinator/Web Genie/Owner Statements), the only option will be to print. If proof copy is checked, and print is unchecked, then the option on this button will read Preview.

Tenant Statement: Monthly Statements can be date ranged and run from this screen. The current tenant statement also integrates with the Property Genie integrated website. If you utilize the online merchant service of either Authorize.net, PayTrace or Revolution Payment Gateway then your tenants can also pay online.

Filter By: Select the leases for which a statement will be generated: All Current Leases, Leases with Any Balance Not \$0, Leases with a Balance Due, Leases with a Credit Balance.

Property Manager: Check to filter by Property Manager.

Select All: Select all leases in the list.

Print: Select to Print, uncheck to preview. This box is checked by default.

Start Date: Indicate the start date of the statement range.

End Date: Indicate the end date of the statement range.

Print Statement: Click to print or preview statement.

Property Genie for Dana's Magical Management Company - [Statements]

Tenant Coordinator | Property Manager | Owner Coordinator | Accounting | System Settings | Reminders | Help

Property Genie

OWNER COORDINATOR | PROPERTY MANAGER | OWNER COORDINATOR | ACCOUNTING | SYSTEM SETTINGS | REMINDERS | EXIT

Owner Statements | Tenant Statements

Owner: Balboa, Rocky | Property: 123 move in street | Property Manager: Choice Property | All

☐ Delete Previous Statement and Re-Create ☒ Show Only Active Owners ☒ ACH ☒ Checks ☐ Select All

Last Name	First Name	Address	City	State	Zip	Status	Property Mngr	Select
Balboa	Rocky	11111 Paulie Drive	The Villages	FL	32159	Active	Choice Property	☐
owner	testowner			FL		Active	Choice Property	☐
Balboa	Rocky	11111 Paulie Drive	The Villages	FL	32159	Active	Dana Pittman	☐
Bell	Alex	825 Grassy Point Loop	Lake Mary	FL	32746	Active	Dana Pittman	☐
Brothers	Miller	2000 Malabar Ave.	Santa Clara	CA	95052	Active	Dana Pittman	☐
fourstarhomes	Steve Test			FL		Active	Dana Pittman	☐
Heinemann	Shelby	123 Any St	St Augustine	FL	33333	Active	Dana Pittman	☐
Jordan	Ken	123 Lake St	lake lure	NC	11111	Active	Dana Pittman	☐
ovenden	Derek	123 street	kissimmee	FL	34759	Active	Dana Pittman	☐
Owner	Joe			FL		Active	Dana Pittman	☐
Rogers	Stacy	456 Four Star	Leesburg	FL	34748	Active	Dana Pittman	☐
Solutions	Corporate Housing	8547		CO		Active	Dana Pittman	☐
Bell	Alex	825 Grassy Point Loop	Lake Mary	FL	32746	Active	Gail Moncla	☐

Global Statement Message

☒ Print ☐ Proof Copy ☒ Process for Rent Received ☐ Force Print ☐ Period Format Summary

☒ Include Summary

End Date: 07/10/2013 01:23:42 P

Print & Upload

Log Out Logged On As: Tech Support

Paying An Owner

To pay an owner you will want to go to accounting – pay owner. Once the owner list loads you will see a list of owners. Property Genie will automatically retain the monthly management fee, all unpaid invoices, owner reserve, recurring payments holds, and work order estimates. These unpaid charges can be ignored and the check amount manually entered. However, Property Genie WILL NOT pay an owner more money than the available balance indicates. The entire payment (not just the negative portion) will automatically be entered in the owner's ledger as an unpaid invoice. You will want to select the ones you want to pay and click Pay Owner at the bottom. Keep in mind that you can change the exact amount you want to give the owner by editing the Check amount column. Once an owner is paid, you will see a debit entry in their accounting journal as a payment to owner transaction. To undue a

payment to owner, you will want to go to the owners accounting journal on a property and double click the payment to owner transaction. Here you will see a button to delete charge.

Property Genie for Magical Management Co - [Pay Owner]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Exit

Tech Support - On: Apr 18 2014 12:17PM View Payment Details

Owner: Bell, Alex Property: 123 Main St

All Active Owners Owner Posted Bal. Greater then \$0 ACH Checks Select All

Owner	Property	Current Bal	Unpaid Chrg	Amt On Hld	W/O Est.	Rec. Chrg	Avail Bal	Check Amount	Select
Diaz, Bill	123 Main St	\$900.00	\$800.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	
McKay,	1258 San Carlos Ave	\$3,472.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,472.00	\$2,972.00	
Sotomayor, Anna	1425 Francis Ave	\$5,962.50	\$630.00	\$0.00	\$0.00	\$0.00	\$5,332.50	\$5,332.50	
Bell, Alex	8418 Bell Street	\$2,155.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,155.00	\$2,155.00	
Bell, Alex	8417 Bell Street	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Bell, Alex	3223 Crofton Lane	\$1,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,900.00	\$1,700.00	
Crofton, Susan	3223 Crofton Lane	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	
Crofton, Susan	999 Southlake Park Dr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Diaz, Bill	1446 Lavender St	\$1,818.00	\$450.00	\$1,300.00	\$0.01	\$0.00	\$67.99	\$67.99	
Monroe, Tiah	43 Desperado Blvd	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Monroe, Tiah	902 First Street Apt. 1	\$926.64	\$0.00	\$0.00	\$0.00	\$0.00	\$926.64	\$926.64	
Sanz, Stephanie	902 First Street Apt. 1 ...	\$595.00	\$0.00	\$0.00	\$0.00	\$0.00	\$595.00	\$0.00	
Sanz, Stephanie	43 Desperado Blvd	\$807.50	\$0.00	\$0.00	\$0.00	\$0.00	\$807.50	\$0.00	
Stevens, Julia	555 Rivertown Blvd U...	\$1,500.00	\$150.00	\$0.00	\$0.00	\$0.00	\$1,350.00	\$950.00	
Stevens, Julia	555 Rivertown Blvd U...	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	\$0.00	

Next Page >

Pay Date 05/01/2014 03:37:10 F Pay Owner

Log Out Logged On As: Tech Support

QuickBooks

To do a transfer into QuickBooks make sure you have your Property Genie QuickBooks file open. Then go to Accounting – QuickBooks to get started.

The system defaults to the Summary View which simply summarizes all transactions in categories. However, the best way to do a transfer is to click transfer details at the top to see exactly which transactions need to go over. In this view you also have the opportunity to select whichever ones you want to transfer. Once you have selected the ones you want to transfer, click “transfer transactions.” It will verify with you that you want to transfer into QuickBooks and will ask you to verify that the correct company file is loaded before it transfers. Once the transfers are done, a window will come up to display the results and if there were any problems they will be displayed. For any errors that may be displayed see Common QuickBooks Transfer Solutions.

Property Genie for Magical Management Co - [QuickBooks Transfer Details]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

View Transfer Details Detail Transfer Launch QuickBooks®

Tech Support - On: Apr 21 2014 9:24AM

Monthly Charges Payments Other Charges Metered Charges Renewal Reminder-75 Late Pay Notice Owners Properties Recurring Payments Pay Invoices Statements Pay Owner Vendors QuickBooks®

Next Page >

☐ Tenant/Prospect Charges (Rents) (35) for \$19930.16

☐ Owner Charges (Fees and Invoices) (1) for \$85.00

☐ Vendor Funding Work Orders (0) for \$0

☐ Tenant/Prospect Checks (Refunds) (0) for \$0

☐ Owner Payments (Receipts) (2) for \$412.50

☐ Vendor Funding Repayments (0) for \$0

☐ Management Income (13) for \$1066.02

☐ Payments to Owner (3) for \$5178.00

☐ Recurring Check Payments (1) for \$12.00

☐ Tech Support (20) for \$18840.16

☐ Tish Monroe (2) for \$150.00

☐ Get Updates from QuickBooks

Transfer Transactions

Log Out Logged On As: Tech Support...

Property Genie for Dana's Magical Management Company - [QuickBooks Transfer Details]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

View Transfer Details Summary Transfer Launch QuickBooks®

Tech Support - On: Jul 9 2013 11:08AM

☐ Get Updates from QuickBooks Filter By: None Select All ☐

Person	Date	Type	Property	Charge	Reference	Amount	Select
Balboa, Rocky	3/14/2013	Owner	2222 Paulie Drive	Advertising	Vacant Advertising	\$50.00	☐
Balboa, Rocky	4/1/2013	Owner	75 main st	Air Conditioning	Air Conditioning - W/O	\$10.00	☐
Balboa, Rocky	3/15/2013	Owner	75 main st	Application Fee	Application Fee - W/O	\$100.00	☐
Balboa, Rocky	4/1/2013	Owner	75 main st	Cleaning	Clean	\$100.00	☐
Balboa, Rocky	4/1/2013	Owner	75 main st	Lawn Care		\$150.00	☐
Balboa, Rocky	4/1/2013	Owner	75 main st	Lawn Care		\$180.00	☐
Stevens, Julia	4/11/2013	Owner	555 Rivertown Blvd	Lawn Care		\$2,000.00	☐
Balboa, Rocky	5/2/2013	Owner	2222 Paulie Drive	Management Com...	Management Commis...	\$250.00	☐
Balboa, Rocky	3/22/2013	Owner	75 main st	Miscellaneous	Miscellaneous - W/O	\$1,000.00	☐
Balboa, Rocky	4/1/2013	Owner	75 main st	Miscellaneous	Miscellaneous - W/O	\$50.00	☐
Balboa, Rocky	4/1/2013	Owner	75 main st	Miscellaneous		\$1,540.00	☐
ovenden, Derek	5/1/2013	Owner	123 street 2	Pest Control	monthly spray for bugs	\$50.00	☐
Heineman, Shelby	2/28/2013	Owner	1726 Majestic Oak Dr.	Plumbing	replaced toilet	\$58.32	☐
ovenden, Derek	2/28/2013	Owner	123 street 1	Plumbing	clean up	\$80.00	☐
ovenden, Derek	5/1/2013	Owner	123 street 2	Plumbing	clean up	\$80.00	☐
Bell, Alex	1/16/2013	Owner	8417 Bell Street	Sent to Owner	ACH Payment to Owner	\$500.00	☐
Brothers, Miller	1/16/2013	Owner	2854 Malabar Ave. Unit #1	Sent to Owner	Payment to Owner	\$505.65	☐
Brothers, Miller	1/16/2013	Owner	2854 Malabar Ave. Unit #4	Sent to Owner	Payment to Owner	\$1,265.00	☐

Mark as Transferred Transfer Transactions

Log Out Logged On As: Tech Support...

Common QuickBooks Transfer Solutions

1. If the error mentions that it can't find a customer then you will need to go into QuickBooks and either add in the customer(customer name) as the property address or change an existing customer name to match what property genie has for the address.

2. AutoApply: This error is due to a decimal digit difference between QuickBooks and property genie. This error does not prohibit a transfer. If you receive this error it can usually be ignored. It is recommended that you verify in QuickBooks that the transfer went over.
3. The bank account name as it is in System Settings/Company Settings/Accounting must be exactly as it is in QuickBooks.
4. The charge name as it is in System Settings/Charges must be exactly as it is in the QuickBooks Item List (Lists/Item List).
5. The customer or vendor cannot be added. This happens when there is a vendor in QuickBooks with the name of the customer you are trying to transfer, or vice versa. QuickBooks will not allow a vendor and a customer to have the same exact name.

Verify QuickBooks Transfer

If you ever want to verify that a transaction did go over into QuickBooks you have several options to verify that. The easiest is when you're in QuickBooks, go to edit at the top then click find(Control + F on the keyboard). Typically you can set the exact amount, customer, or vendor for a search parameter.

Reports

The screenshot shows the 'Property Genie for Magical Management Co - [Reports]' window. The top navigation bar includes 'Tenant Coordinator', 'Property Manager', 'Owner Coordinator', 'Accounting', 'System Settings', 'Reminders', and 'Help'. Below this is a 'Property Genie' logo and a row of icons for 'TENANT COORDINATOR', 'PROPERTY MANAGER', 'OWNER COORDINATOR', 'ACCOUNTING', 'SYSTEM SETTINGS', 'REMINDERS', and 'EXIT'. The main title is 'Accounting Reports'. On the left, there's a sidebar with 'Reports', 'Reconcile Tool', and 'Lock Database'. The main area has a 'Management Company' dropdown set to 'Tenant | Owner | Vendor | QuickBooks | 1099'. Below this is a 'Select a Report' dropdown set to 'Actual Management Fees'. There are four radio button options: 'By Owner' (selected), 'By Property', 'By Lease', and 'By Property Manager'. Each has a corresponding dropdown menu. To the right of these are radio buttons for 'All Owners', 'All Properties', and 'All Property Managers'. A 'Date Range' section is checked, with 'From' and 'To' dropdowns set to '5/ 1/2014'. At the bottom, there's a 'Preview' button and a 'Log Out' button. The status bar at the very bottom says 'Logged On As: Tech Support'.

From within Property Genie under Accounting/Reports, you can run a host of reports for the management company, tenant, owner, vendor as well as QuickBooks related reports. You will also run your end of year 1099's from here.

Management Company Reports

Actual Management Fees: management fees and other income collected on managed properties.

Income Details: Income broken down by all charges, each property and amount, subtotaled by charge, and then grand totaled (less any credits given). This report will break down the management company's income for the date range selected (See Trust Accounting).

Income Summary: Each income charge is subtotaled and then grand totaled. This report will total the management company's income for the date range selected (See Trust Accounting).

Rental Analysis: A summary report of potential income and actual income based on vacancy/occupancy

Occupancy Indicates portfolio occupancy month by month. This report includes gain and loss of managed properties.

Prospect to Tenant Closing Ratios

Owner Disbursement Analysis

Transaction Details: Any charged transactions and that transaction's status (paid or unpaid) can be listed from this screen. Date range filter available.

Deleted Transactions: To view this report, the user must have owner security rights. This report will show all deleted transactions for the date range indicated.

Unpaid Charges

Charge Balance

Tax Collected

Referral Source Details

Referral Source summary

Referral Payments

Tenant Reports

Outstanding Rents: Rents owed by each lease

Rent Roll: A list of outstanding rents by tenant and property. Designed as a “check list” for the first of the month. Contains a space for payment method and check number.

Delinquency Report

No Personal Checks Report

Property Tenant Balance: A summary of tenant credit balance and outstanding charges. (See Trust Accounting)

Property Tenant Balance Details: A full detailed accounting of tenant credits and charges (See Trust Accounting).

Security Deposit Activity: The activity of the deposit monies received and released by date, property and tenant. A running balance is provided for the date range selected (See Trust Accounting).

Security Deposits: Incidates the money Property Genie is holding in deposits by date and lease (See Trust Accounting).

Prospect Balance: money held for prospective tenants

Prospect Journal Activity: Each transaction and running balance for prospect activity for the date range selected.

Owner Reports

Owner Balances: Owner credit balances, and all pending charges.

Owner Income: A summary report sorted by owner/property reflecting owner income, management fee and expenses.

Scheduled Recurring Checks: A list of owners who have recurring payments

Owners by Payment Type: Lists owners who receive payments by ACH, check or are listed as Do Not Pay.

Vendor Reports

Invoice Details: All invoices, including invoice number, listed by vendor, during the date range selected. Shows amount due and amount paid.

Invoice Summary: A summary of vendor invoices by vendor and date.

Unpaid Payables by Owner/Property: Unpaid vendor invoices listed by owner/property for the date range selected.

Unpaid Payables by Vendor: Unpaid vendor invoices listed by vendor.

Vendor Check Details: Indicates check number and check date for all vendor checks during the date range selected.

Vendor Check Summary: Indicates checks that are cut for multiple bills for a single vendor. This report is listed by date check cut from QB, check number, and totals by vendor.

Vendor Funding Income: Reports management company income for vendor pre-funding/discount participants

Vendor Funding Repayment: Reports the owner repayment status for vendor prefunding.

QuickBooks Reports

This bundle of reports reflects the status of transactions from Property Genie to QuickBooks. Reports can be filtered by date range, and particular fields relevant to specific reports.

Receipts/Deposits: This report will display payments received in Property Genie and transferred to QuickBooks.

Disbursements/Charges: This report will display disbursements and charges entered in Property Genie and transferred to QuickBooks.

Report — Transactions in Transit

Report — Transactions in Transit Summary

Report — Transactions Marked as Transferred: Only those users with “Owner” security rights may view this report. This report provides details of transactions that have been marked as not to transfer to QB.

Report — Unpaid Checks: Any checks that have been “paid” in Property Genie, transferred to QB, but the check number has not been returned from QB.

1099's

Select All: Click to select all owners and vendors. Click individually to choose particular owners or vendors

Year: Choose the year to view, edit or create 1099's

See: Both, Vendors or Owners

Status: All, Calculated, Printed, E-filed, Amended. The status is indicated in the data table when you scroll right.

1099 Report: indicates the owner or vendor for whom a 1099 was created, the amount reported and the status of the 1099

Load 1099 Info: populates an owner or vendor's mailing address into the 1099 address fields under Owner/Accounting Settings. If the mailing address is blank or the data could not be entered, the address will show XXXXX, and you can correct these individually. It will also calculate the correct income amounts.

Recalc 1099: Overwrite previously calculated information.

Create E-file. Property Genie will create a file located in the same destination you have designated for owner ACH payments (see System Settings/Company Information). Prior to clicking create efile, go to System Settings/System Defaults, and fill in the information under electronic 1099 filing. NOTE: you must obtain a TCC number from the IRS prior to filing. After creating the efile, upload this file to the IRS.

Preview: See the 1099's formatted two to a page. Click print from the preview screens after loading your 1099 forms in your printer.

Reconcile Tool

Property Genie for Magical Management Co - [Reconcile]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Reconcile

Reports

Reconcile Tool

Lock Database

Balances Detail Checking

There is more money in Property Genie than QuickBooks.
Check that bills did not get duplicated in QuickBooks and that all deposits were made correctly.

Calculate Amounts

Accounts		Adjustments	
Property Genie		Property Genie	
Prospect Money on Account	\$50.00	Payments Rcvd not yet in QB	\$19,452.66
Tenant Money on Account	\$8,929.60	Bills Paid or NSF Not yet in QB	\$7,871.02
Owner Money on Account	\$19,206.64	Net Property Genie	\$11,581.64
Security Deposits on Account	\$5,700.00	QuickBooks	
Total Property Genie	\$33,886.24	Make Deposits	\$0.00
QuickBooks Bank Accounts		Pay Bills	(\$70.00)
Property Management	\$4,049.24	Net QuickBooks	\$70.00
Security Deposit Trust	(\$825.00)	Net Adjustments	\$11,651.64
Total QuickBooks	\$3,224.24		
Brokers Funds	\$0.00		
Difference	\$30,662.00		
Adjusted Difference	\$19,010.36		

Log Out Logged On As: Tish Monroe

Since you are using QuickBooks to reconcile your bank statements, it is also advised that you reconcile Property Genie to QuickBooks. The Reconcile Tool will check Property Genie and QuickBooks for the money on hand to be sure they match. As you can see above, the left side of the screen shows account by account a simple listing of the money you have on hand. The right side lists any adjustments which would be items not transferred to QuickBooks yet, or processing that has not been done in QuickBooks (Pay Bills and Make Deposits). These amounts are subtracted from the Difference on the left thus resulting in the Adjusted Difference.

The amounts on the left are derived from the following reports (Accounting/Reports)

Prospect Balance Report (By credit balance greater than 0.00)

Property Tenant Balance Report

Security Deposits Report

Owner Balance (By posted balance) –Use the posted balance column total

Further detailed information can be found under the Detail Checking tab. It is recommended that you run these checks individually in order to get the reports should you need to print them. Once you run the check, clicking on the View Last Report button will allow you to print the report for the check you just ran.

The screenshot displays the 'Property Genie for Magical Management Co - [Reconcile]' window. The interface includes a top navigation bar with tabs for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Help. Below this is a toolbar with icons for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Exit. The main content area is titled 'Reconcile' and features two tabs: 'Balances' and 'Detail Checking'. The 'Detail Checking' tab is active, showing a list of checkboxes for various reconciliation checks: 'Check Transactions DELETED IN PROPERTY GENIE for Deletion in QuickBooks' (checked), 'Check Transactions DELETED IN QUICKBOOKS for Deletion in Property Genie' (unchecked), 'Check Transactions TRANSFERRED TO QuickBooks for consistency' (unchecked), 'Check Transactions MODIFIED IN QuickBooks for consistency' (unchecked), 'Check for PARTIALLY PAID Transactions' (unchecked), 'Check INCOME DUPLICATED on Work Orders' (unchecked), 'Check TRANSFERS Between Properties' (unchecked), and 'Check Owner receipts from Tenant' (unchecked). Below the checkboxes is a 'Date Range' section with dropdown menus set to '5/ 5/2014' to '5/ 5/2014', accompanied by a note: 'This is the actual date the work was performed. This may not be the same date used for the transaction'. At the bottom of the 'Detail Checking' section are two buttons: 'Run Detail Check Now' and 'View Last Report'. The left sidebar contains links for 'Reports', 'Reconcile Tool', and 'Lock Database'. The bottom status bar shows 'Log Out' and 'Logged On As: Tish Monroe'.

Lock Database

If you are going to be doing a large transfer of transactions to QuickBooks, or perhaps you are in the middle of a reconciliation and searching for a discrepancy, you can lock the database to prevent others from entering new transactions which could interrupt your processing. Once locked, only you will be able to enter new transactions or unlock the database.



Security Deposits

How to pay charges with a security deposit

To pay charges with a security deposit you will first want to release the security deposit. After you release the security deposit it will be listed on the lease accounting journal as a credit for you to apply to any charges that are on the journal. From within the lease accounting journal, click on Payments and then Use Credit to use the security deposit credit to apply to the outstanding charges.

How to Release and Refund Security Deposit

Property Genie for Magical Management Co - [Properties]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders EXIT

Select a property 1258 San Carlos Ave See All Property ID 10

Street Address: 1258 San Carlos Ave Unit/Suite: City: Sanford County: State: FL - US Zip: 32771 Search Code Managed Since: 12/15/2011 Edit

Property Information Reviews Tenants Owner Documents Lease Work Orders Amenities Warranty Utilities Marketing Security Deposit

Settlement Letters

ClaimLetter ID	Lease Description	Modified By	Modified On
2	Lauren Sanders	Tish	5/24/2012 11:43 AM

Add Claims Letter Edit Claims Letter Delete Claims Letter Generate Letter

Step 1: Letter Details Step 2: Repair/Replace Claims Step 3: Mailing Addresses

Lease Info

Lease: Lauren Sanders

Rent Paid Through ☒ 5/7/2012

Lease Expiration Date ☒ 12/31/2012

Move Out Date ☒ 12/31/2012

Rte Rented ☐ 1/1/1900

Keys Returned ☐ 1/1/1900

☒ Written Notice Given

Credits

Security Deposit \$1,000.00

Credits \$0.00

Charges & Fees

Claim Processing Fee \$0.00

Certified Mail Charges \$0.00

Cost of Re-Renting \$0.00

Unpaid Rent \$0.00

Deposit Balance \$0.00 Release Deposit Refund Tenant Transfer to Owner Save Cancel

Log Out Logged On As: Tish Monroe

To activate this screen, click Add Claims Letter. EVEN IF NO CLAIM LETTER WILL BE SENT TO THE TENANT, CLICK ADD CLAIMS LETTER TO ACTIVATE THIS SCREEN.

Once a claims letter has been added, you can edit or delete it.

Generate Letter: This will actually generate the security deposit claims letter for printing. All funds indicated in the data entry fields will calculate into the letter. NOTE: The generic Property Genie claims letter is designed according to Florida Landlord/Tenant law. It is recommended that you edit the linked MS Word document to change the verbiage to reflect the required language of your state. Be sure not to edit the merge fields and the calculation table in the document.

Letter Details: Complete the fields to reflect the circumstance of the security deposit claim, and to populate the Security Deposit claims letter.

Step 1: Letter Details: These screens are for generating the security deposit claims letter ONLY. They do not enter charges into the lease or owner ledger.

Lease Info Section

After clicking Add Claims letter, select the appropriate lease and click Save. Then Edit the remainder of the form.

Enter the date for "Rent Paid Through"

Lease Expiration Date: Complete the move out tab on the lease to auto populate this field.

Move out Date: complete the move out tab on the lease to auto populate this field.

Re Rented: indicate the date if the property has been re-rented.

Keys Returned: Indicate if the keys were returned.

Written Notice Given: indicate if written notice was given.

Credits Section

Deposits: This field is auto populated based on the amount of deposits held in the lease ledger.

Field: Credits: This field is auto populated based on the amount of credits remaining in the lease ledger.

Charges & Fees Section

Claim Processing Fee: indicate the amount (if any), the management company charges to process a claim.

Certified Mail Charges: indicate the amount (if any), the management company charges to reimburse the cost of certified mail.

Cost of Re-Renting: indicate the cost you will claim for the cost of re-renting.

Unpaid Rent: indicate unpaid rent (if any).

Step 2: Repair Replace Claims: Indicate any repair claims you will make on the security deposit

Item: Fill in the work that is being claimed

Type: Choose from the dropdown the type of repair/replace claim item (cleaning, forfeiture, repair or service)

Full Cost: Full cost of the work done

Applied Cost: if the applied (amount claimed) is different from the full cost, enter that here. An example of the full cost being different than the applied cost would be where a tenant ruined carpet that was somewhat worn and would have needed replacement within a year or two. In this case, you might only charge them half of the replacement cost.

Vendor: Enter the vendor name.

Bill: Indicate the whether the cost is a bill or an invoice.

Step 3: Mailing Addresses: the mailing addresses entered in this screen will populate the security deposit letter.

Forwarding Address: the property address will auto populate as the last known address, but can be changed.

Indicate any other address that the security deposit letter will be sent

Certified Mailing # (Number) (if sent by certified mail).

Release Deposit: This selection will make the selected funds active in the tenant's ledger. Check the amounts to be released into the tenant's ledger. Check all boxes to release them all.

Refund Tenant: This selection will create a check to be refunded to the tenant. The entry will be made in the tenant's ledger, and in the QB transfer screen. Type the amount to be refunded into the table line. It will populate the field at the bottom.

NOTE: Once you have released the security deposit, you can use it to pay charges on the journal, refund all or part to the tenant, transfer all or part to the owner or any combination of the three.

How to Release Security Deposit and Transfer to Owner

To activate this screen, click Add Claims Letter. EVEN IF NO CLAIM LETTER WILL BE SENT TO THE TENANT, CLICK ADD CLAIMS LETTER TO ACTIVATE THIS SCREEN.

Once a claims letter has been added, you can edit or delete it.

Generate Letter: This will actually generate the security deposit claims letter for printing. All funds indicated in the data entry fields will calculate into the letter. NOTE: The generic Property Genie claims letter is designed according to Florida Landlord/Tenant law. It is recommended that you edit the linked MS Word document to change the verbiage to reflect the required language of your state. Be sure not to edit the merge fields and the calculation table in the document.

Letter Details: Complete the fields to reflect the circumstance of the security deposit claim, and to populate the Security Deposit claims letter.

Step 1: Letter Details: These screens are for generating the security deposit claims letter ONLY. They do not enter charges into the lease or owner ledger.

Lease Info Section

After clicking Add Claims letter, select the appropriate lease and click Save. Then Edit the remainder of the form.

Enter the date for "Rent Paid Through"

Lease Expiration Date: Complete the move out tab on the lease to auto populate this field.

Move out Date: complete the move out tab on the lease to auto populate this field.

Re Rented: indicate the date if the property has been re-rented.

Keys Returned: Indicate if the keys were returned.

Written Notice Given: indicate if written notice was given.

Credits Section

Deposits: This field is auto populated based on the amount of deposits held in the lease ledger.

Field: Credits: This field is auto populated based on the amount of credits remaining in the lease ledger.

Charges & Fees Section

Claim Processing Fee: indicate the amount (if any), the management company charges to process a claim.

Certified Mail Charges: indicate the amount (if any), the management company charges to reimburse the cost of certified mail.

Cost of Re-Renting: indicate the cost you will claim for the cost of re-renting.

Unpaid Rent: indicate unpaid rent (if any).

Step 2: Repair Replace Claims: Indicate any repair claims you will make on the security deposit

Item: Fill in the work that is being claimed

Type: Choose from the dropdown the type of repair/replace claim item (cleaning, forfeiture, repair or service)

Full Cost: Full cost of the work done

Applied Cost: if the applied (amount claimed) is different from the full cost, enter that here. An example of the full cost being different than the applied cost would be where a tenant ruined carpet that was somewhat worn and would have needed replacement within a year or two. In this case, you might only charge them half of the replacement cost.

Vendor: Enter the vendor name.

Bill: Indicate the whether the cost is a bill or an invoice.

Step 3: Mailing Addresses: the mailing addresses entered in this screen will populate the security deposit letter.

Forwarding Address: the property address will auto populate as the last known address, but can be changed.

Indicate any other address that the security deposit letter will be sent

Certified Mailing # (Number) (if sent by certified mail).

Release Deposit: This selection will make the selected funds active in the tenant's ledger. Check the amounts to be released into the tenant's ledger. Check all boxes to release them all.

Transfer to Owner: Transfer security deposit funds to the owner. Type the amount to be refunded into the table line. It will populate the field at the bottom. All work orders related to the security deposit should be entered ONLY on the owner's ledger, and funds transferred from this screen in order to pay those claims.

NOTE: Once you have released the security deposit, you can use it to pay charges on the journal, refund all or part to the tenant, transfer all or part to the owner or any combination of the three.

Taxes

Setting up Taxes

Before setting up taxes in Property Genie you will have to add the tax office as a vendor (System Settings/Vendors) and create a charge for your taxes (System Settings/Charges). Once the vendor and charge are set up, you go to System Settings – Taxes. Here you will have the option to either edit or add a tax. Click “add new” to start setting up a new tax. You will want type in a name, select a charge, and then fill out the rest of the information related to the tax you are adding. Click save changes when you are finished.

Property Genie for Dana's Magical Management Company - [Taxes Maintenance]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Select a Tax Enter Description

Tax Maintenance

Marketing Options

Taxes

Tax Name Orange County Tax Charge to Use County Tax

Vendor to Pay	Tax Percent	Description	Cap
Orange County Tax Collector	6.00	af	
*			

< Previous Page

Delete LINE CANCEL SAVE Changes

Log Out Logged On As: Tech Support

Setting a Tax on a Property

To set a tax for a property, go to the property manager and double click on a property. Here on the information tab, you will want to click edit record and select the appropriate tax in the tax dropdown menu. When you are done, click save record.

The screenshot displays the 'Property Genie' software interface for 'Dana's Magical Management Company'. The top navigation bar includes links for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Help. Below this, there are icons for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Exit. The main content area is titled 'Select a property' and shows '123 street 2' as the selected property. The 'Property ID' is 25. The form includes fields for Street Address, Unit/Suite, City, County, State, Zip, Search Code, and Managed Since. The 'Tax' dropdown menu is open, showing options: 'Orange county', 'Orange county', and 'Four Star'. The 'Property Status' is set to 'Domant'. The 'Property Manager' is 'Dana Pittman'. The 'Year Built' is 123, 'Bedrooms' is 3, 'Baths' is 2, 'Rent' is \$1,200.00, 'Heated Sq Ft' is 123, and 'Total Sq Ft' is 123. The 'Map Grid' is 123, 'Gate Code' is 123, 'LockBox' is 123, and 'Keybox' is 123. The 'HOA Phone#' is 123. The 'Get Directions' button is visible. The 'Notes' section is at the bottom, with a 'Deleted Notes' tab. The 'Log Out' button is at the bottom right, and the user is logged on as 'Tech Support'.

Property Genie for Dana's Magical Management Company - [Properties]

Tenant Coordinator | Property Manager | Owner Coordinator | Accounting | System Settings | Reminders | Help

Property Genie™

Tenant Coordinator | Property Manager | Owner Coordinator | Accounting | System Settings | Reminders | Exit

Select a property: 123 street 2 | See All | Property ID: 25

Street Address: 123 street 2 | Unit/Suite: | City: kissimmee | County: | State: FL - US | Zip: 34747 | Search Code: | Managed Since: 10/10/2012 | Edit

Property Information | Reviews | Tenants | Owner | Documents | Lease | Work Orders | Amenities | Warranty | Utilities | Marketing | Security Deposit

Year Built: | Property Type: | Bedrooms: 3 | Baths: 2

Rent: \$1,200.00 | Floor Plan: | Heated Sq Ft: | Total Sq Ft: |

Subdivision: | Map Grid: | Gate Code: |

Area Location: | LockBox: | Keybox: |

Property Manager: Dana Pittman | HOA Phone#: |

Property Status: Domant | Tax: Orange county |

Get Directions | Change

Notes | Deleted Notes

Date	User	Comment
------	------	---------

Delete Note | Add Note | Preview Notes | Print Profile | Cancel Changes | SAVE Record

Log Out | Logged On As: Tech Support

System Settings

Company Settings

Property Genie for Magical Management Co - [Company Settings]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

LOCK DATABASE

Company Settings

Company Info System Defaults Accounting Short Term Background Checks Marketing Uploads Reminder Emails

Company Name
Magical Management Co

Contact Name
Customer Service

Federal Tax ID

Address
123 Fantasia Lane

Address2

City
Magic Kingdom

State
FL

Zipcode
32123

Phone
(407) 123-4567

Fax
(407) 123-4568

Toll Free
(800) 123-4567

E-Mail
tish@cse-online.com

ACH Information

Bank Name
Tish's Bank Name

Bank Recognized Company Name
Tish - Magical M

Processing Center
Tish's Processing Cente

Description
Test descr

Company ID
333

ABA

☐ Switch Order

Routing #

Check Account Number

Type
PPD

☒ Create ACH Debit Record

☐ Use Base 10 Blocking

☐ Include Debit Record in Hash Totals

ACH Folder Path
C:\Users\tish\

Next Page >

Edit Record

Log Out Logged On As: Tech Support ..

Company Info

- **Company Info** – This is where you can change your company address, phone, email and such. This area also effects information on the website as well as on forms.
- Company Settings
- Company Info — To edit information on the page select the “Edit Record” button
- Enter Company Name — Note Company name must be under 40 Characters
- Company Name will populate on the PG integrated website
- Company Name will populate the company name in QuickBooks
- Company Name will merge with any Property Genie documents that contain the field [Company_Name]
- Enter Company Address
- Company Address will populate on the PG integrated website
- Company Address will populate with any Property Genie documents that contain the field [Company_Address]
- Enter Company Contact Information (Name, Phone, Fax, Email, Etc)
- Company Contact Information will populate on the PG integrated website
- Company Contact Information will populate on any documents with the above fields
- ACH File Path
- This is the location where the ACH bank file is stored when you make payments to owners
- Since this is the upload file to your bank, place it on a local machine or your company’s server. It is not recommended to locate this file via an internet sync like “My Dropbox.”

- The file path must be designated prior to your first pay owner IF there are ACH payments to be made.
- ACH Information
- NOTE: Bank of America has different field placement. Obtain this information from your bank, and then contact PG technical support to plug the information into the correct fields. It is very likely you will have to speak to your bank's online banking representative to obtain the correct information, and to be set up for batch upload.
- The ACH information screen creates your company information in the proper placement for a NACHA upload file to your bank's website for owner payment
- Bank Name — Enter the Name of your Bank
- Processing Center
- This is the central processing facility. For instance, in Florida, the processing center is typically FRB Jacksonville (that is Federal Reserve Bank Jacksonville)
- Description— Checking or Savings Account
- Company ID — Your Federal Tax ID with a dash
- ABA
- The bank may recognize this number also as the origination ID, or the transaction origination number. It is often the same as your routing number, but check with your bank to be sure
- Routing number
- On Corporate Checks, this is typically the first series of digits — Typically this is a total of 9 digits
- Checking Account Number
- account number from where you will be paying the owner's monies
- Type
- This will either be PPD or CCD. Your bank will clarify
- Create ACH Debit Record (Checkbox)
- This is essentially a total line that will be created if checked. If your bank does not require this final total line in the ACH upload file, then uncheck this field.

System Defaults

The screenshot shows the 'Property Genie' software interface for 'Magical Management Co.' The 'Company Settings' window is open, displaying various configuration options. The left sidebar lists navigation items: Users, Documents, Vendors, Vendor Type, Adverse Actions, Property Features, Review Checklist, Management Fees, Leasing Fees, Late Fee, Charges, Floor Plan, and Property Type. The main content area is divided into several sections: Reminders (Inspection - Days before Move Out: 10, Marketing - Days before Move Out: 60, Lease Renewal Reminder: 75, Unpaid Rent Reminder Minimum: \$25.00), Security Deposit Settings (Days Allowed to Return Deposit: 15, Days Allowed to Make a Claim: 30), Available Properties Background Color (Yellow, if over 10 days from available date; Red, if over 20 days from available date), Electronic 1099 Filing (File 1099s Electronically: checked, TCC from IRS: 07A04, 4 Character Name Code: empty), Contact Information (Contact Name, Contact Phone Number), Work Orders (Require Owner Amount: checked), Lease Attorney Information (Name, Email), Eviction Attorney Information (Name, Email), Taxable Charges (Allow Taxable Charges: unchecked, Vendor: Broker Tom), Outlook Scanning (Allow Outlook Scan: unchecked), Tenant Application (Application Fee: \$0.00), Convenience Fees (Paid By: Credit Card, Tenant App CC: empty, All Other Charges: empty), Online Payment Processing (None), Payments Accepted (e-Check, MasterCard, American Express, Visa, Discover), and Accounting Email. A 'Lock Database' button is in the top right. The bottom status bar shows 'Log Out' and 'Logged On As: Tech Support'.

System Defaults—(Select “EDIT RECORD” to edit any fields on this page — Once Fields have been changed click save, or cancel to cancel all changes)

Reminder Defaults Hard coded reminders some of which are triggered by the following fields

Inspection – Days before Move Out How many days before move out would the manager like to be reminded in order to schedule the move out inspection

Marketing – Days before Move Out How many days before a tenants moves out would you like the property to be marketed

Lease Renewal Reminder How many days before lease end date would you like the renewal reminders to be generated.

Unpaid Rent Reminder Minimum The amount of money which will trigger a notification in the reminder screen that a tenant owes money

Security Deposit Settings — When a reminder should be generated to notify a company on security deposit refunds or claims.

Days Allowed to Return Deposit This is based on your state’s requirements to fully refund a tenant’s security deposit

Days Allowed to Make Claim — This is based on your state’s requirements to notify a client that the management company will make a claim on the tenant’s deposit

Available Properties—Background Color Allows an at a glance review of number of days a property has been on the market from the first available date.

Yellow, if over _____ days from date Depending on the number of days you choose, the property line in the available properties list will change color

Red, if over _____ days from date Depending on the number of days you choose, the property line in the available properties list will change color

Electronic 1099 Filing Those companies with over 200 1099's must file electronically with the IRS

Check Box to file 1099's Electronically

TCC from IRS This number is obtained from the IRS. Call the IRS directly

4 Character Name Code This code is generated by the IRS with the TCC. Call the IRS directly

Contact Phone Number—This reflects the contact number you have on file with the IRS

Lease Attorney Information If you use an attorney prepared lease, Property Genie can generate a form to be emailed directly to the attorney you designate. IF THE FORM PROPERTY GENIE PROVIDES DOES NOT INCLUDE FIELDS YOUR ATTORNEY REQUIRES, NOTIFY CUSTOMER SUPPORT, INDICATE THE FIELDS THAT ARE LACKING AND WE WILL CREATE AN APPROPRIATE FORM FOR YOUR USE.

Name Lease Attorney's name

Email Lease Attorney's email address

Eviction Attorney Information If you use an attorney to conduct evictions on your behalf, Property Genie can generate a form to be emailed directly to the attorney you designate IF THE FORM PROPERTY GENIE PROVIDES DOES NOT INCLUDE FIELDS YOUR ATTORNEY REQUIRES, NOTIFY CUSTOMER SUPPORT, INDICATE THE FIELDS THAT ARE LACKING AND WE WILL CREATE AN APPROPRIATE FORM FOR YOUR USE.

Name Eviction Attorney's name

Email Evictions Attorney's email address

Outlook Scan Property Genie will scan your Outlook Inbox (versions 2003 and above), and pull in a copy of the email correspondence that matches the email addresses contained in Property Genie for both owners and tenants

Checkbox — Allow Outlook Scan This will enable the outlook scan, and offer choices in the Users' profiles for the outlook scan.

Taxable Charges: Enables the taxes to be applied to particular charges, especially rent

Once this check box is toggled, see "taxable charges" button.

Checkbox – Allow Taxable Charges

Vendor: First, enter the vendors who will receive taxes (for example, FL Dept of Revenue, Orange County Dept of Revenue). Then, select a default vendor—the most common vendor.

Online Payment Processing Property Genie integrates with authorize.net for online merchant services(credit card payments) Click the link in this screen to sign up with authorize.net

Checkbox — Take Payments Online Click here to enable online integration once you are set up with authorize.net

Authorize.net Login Login provided to you by authorize.net

Authorize.net — Key Provided to you by authorize.net

Convenience Charge This charge should be set up in the charges screen along with the fixed amount you will charge for online rental payments

Convenience Charge

Payments Accepted Check off which forms of payment you will accept via authorize.net

Checkbox –MasterCard

Checkbox — Visa

Checkbox — E-Check

Checkbox –American Express

Checkbox –Discover

Accounting

The screenshot shows the 'Property Genie' software interface, specifically the 'Company Settings' window under the 'Accounting' tab. The interface is divided into several sections for configuring accounting settings.

- Left Sidebar:** Contains navigation links for 'Company Settings', 'Users', 'Documents', 'Vendors', 'Vendor Type', 'Adverse Actions', 'Property Features', 'Review Checklist', 'Management Fees', 'Leasing Fees', 'Late Fee', 'Charges', 'Floor Plan', and 'Property Type'.
- Top Navigation:** Includes tabs for 'Tenant Coordinator', 'Property Manager', 'Owner Coordinator', 'Accounting' (selected), 'System Settings', 'Reminders', and 'Help'.
- Company Settings Tab:** Sub-tabs include 'Company Info', 'System Defaults', 'Accounting' (selected), 'Short Term', 'Background Checks', 'Marketing Uploads', and 'Reminder Emails'.
- Charge Settings:** A list of charges with dropdown menus for selection:
 - NSF Fee Charge: NSF Fee
 - NSF Check Charge: NSF Check
 - Rent Charge: Rent
 - Late Fee Charge: Late Fee
 - Add. Rent Charge: Additional Rent
 - Sec. Dep. Charge: Security Deposit
 - Mngt. Fee Charge: Management Fee
 - Leasing Fee Chrg: Leasing Fee
 - Owner Chk Charge: Sent to Owner
 - Transfer Charge: Miscellaneous
 - Tenant Refund: Refund to Tenant
 - Maint. Coord. Fee: Maintenance Fee
 - Prospect Refund: Refund to Tenant
 - Tenant Application: Application Fee
 - Owner Application: Application Fee
 - Renewal Fee Chrg: Leasing Fee
- QuickBooks Checking Accounts:** Includes 'Property Management Account' (Property Management Account PC) and 'Security Deposit Account' (Security Deposit Trust Account).
- Vendor Funding:** Fields for 'Type' (None), 'Default % Discount' (0.00), and 'Checking Account'.
- Lease Settings:** Fields for 'Min. Term' (Months), 'Min Term Period' (12), 'Sec. Deposit Type' (Percent), and 'Sec Dep (% of Rent)' (100.00).
- Lease Execution:** Fields for 'Rent Posting Date' (1st of Month), 'ProRated Rent Posting Date' (Execution Date), 'Security Dep. Posting Date' (Execution Date), and 'Additional Fees Posting Date' (Execution Date).
- Late Fee:** Fields for 'Late Fee Label' (Late Fee), '% Split to Owner' (50.00 %), 'Default Schedule' (\$150 late fee), and 'Grace Amount'.
- Owner Defaults:** Fields for 'Management Fee' (15% Management Fee), 'Statement Format' (Charge Reference), 'Leasing Fee' (100% Leasing Fee), and 'Renewal Fee' (Zero).
- Remit Text:** A text input field.
- Income Closing Date:** A date field set to 5/1/2014.
- Buttons:** 'Lock Database', 'Edit Record', 'Log Out', and 'Logged On As: Tech Support'.

Accounting: These are the common charges that are linked to the master charge table under charges. Select the charge name from the drop down you wish to be used in the accounting ledgers for common charges. Make changes to the master charge table for different selection on these screens.

Charge Settings

NSF Fee Charge The additional fee you assess when a check is returned NSF.

NSF Charge The actual NSF or “bad check” label designation in the ledger

Rent Charge Rent

Late Fee Charge Late fee

Add. Rent Charge Another name for late fee, typically used in FL. It is NOT to be confused with tenant rent. Add.Rent in Property Genie is another name for late fee.

Sec. Dep. Charge Ledger charge for Security Deposit

Mngt. Fee Charge Management Fee income charge for management company

Owner Chk Charge Ledger entry for sending a payment to owner

Transfer Charge Ledger entry for transferring money between properties

Tenant Refund: Ledger entry for returning money to a tenant

Maint. Coord. Fee: Any additional fee charged as management income for arranging property maintenance

Lease Settings: Default information that will autopopulate a new lease.

Min. Term The shortest duration of a list that you will. Property Genie will not permit a lease to be created that is less than this default setting

Min. Term Period Days or Months

Sec. Deposit Type percent or fixed amount that will autopopulate

Sec. Dep (% of Rent): The default amount (they typical security deposit), or the default percentage of the rent that is typically charged for a security deposit. This default can be overridden directly on a lease.

Allow Vendor Invoices on Lease and Not require Owner reimbursement. This option is not recommended as a default setting. It allows you to post a vendor charge only on the tenant ledger without involving the owner in the record of expense or payment. Property Genie recognizes that at times this is a legitimate charge, but best practices in the industry dictate that any charge to the benefit of the owner's property be recorded on the owner's ledger.

Vendor Funding: A method of income generation for a management company in order to earn a percentage of vendor billing

Type Prefunding: Use this label if the management company pays a vendor for work BEFORE the rent is received. It is typical for the vendor to offer a discount for this service. For instance, if a vendor participates in a vendor prefund program, presents you with a \$100 invoice for work completed, the management company pays the vendor \$90 (a 10% discount), and when the rent is received, the management company is cut a check for repayment, plus \$10 in income. See vendor funding reports

Discount: Use this label if a vendor discounts an invoice for your company, but you do not pay the invoice until the rent is received. In this case, the vendor will be cut a check when the rent is received, and the management company will receive a check for income

None: If you choose not to use any type of vendor discount program.

*if you use vendor funding, enter an item in QB called Vendor funding tied to the Rent Clearing Account, and an item called Vendor Funding Income tied to the Vendor Funding Income report.

Default % Discount The percent discount that most vendors offer. This can be changed on a case by case basis on individual work orders

Checking Account :The bank account where vendor funding vendor checks, management company repayments and management company income will be written. If you choose vendor pre-funding, it is strongly recommended to use a separate non-escrow designated checking account for banking activity. If you select vendor discount, your Rent Management Account can be used.

Quickbooks Checking Accounts The bank/escrow accounts contained in QuickBooks and Property Genie provides you with a pre-formatted QB file, and a chart of accounts to facilitate the transfer. Property Genie with QB tracks the Rent Management account (typically where rents are deposited, vendors are paid, and from where management commissions are transferred), Security Deposit Account (typically where tenant deposit funds are deposited), Vendor Funding account. An additional Leasing Account can be added for tenant application fees and holding deposits if desired. Property Genie does not track a company's business or operating account. Quickbooks should be considered the banking module for Property Genie, and be used to make deposits, cut checks and reconcile bank accounts.

Property Management Account: the default account where rents and other monies are deposited, vendors and management company are paid, and refund checks are cut. The default name for this account is Property Management Account PG

Security Deposit Account: the account where tenant deposits are held. The default name for this account is Security Deposit Trust Account.

Leasing Account: This can be the Property Management Account, or a new account can be added in QB.

If you choose to use different names for the default bank accounts, they must be changed in QB as well

Lease Execution. This determines how funds are charged when a lease is signed and executed. Funds can be collected at any time, but the ledger charge can indicate either the day the lease is executed or the first of the following month.

Rent Posting Date: When the first full month's rent is due if other (pro-rated) rent is involved—the first of the next month, or are funds due the day the lease is signed..

ProRated Rent Posting Date: If pro-rated rent is involved, this setting indicates when the funds are due—the first of the next month, or the day the lease is signed.

Security Deposit Posting Date: Select either lease execution date or first of the following month

Additional Fees Posting Date: Indicates the charge or due date of any other funds collected as a result of a new lease. For example, pet deposits or fees, administrative fees, or any other lease related fee.

Late Fee Setting: Indicates how late fees on a lease are handled.

Late Fee Label: Select the label of late fee or additional rent (this label should correspond with your existing lease language)

% (Percent) to Split to Owner: Percentage of late fees that are split with the owner. If the management company does not offer a late fee split, then set the percent at 0.

Default Schedule: The most common late fee schedule that will populate the lease when a new lease is created. See also Late Fee Table.

Default Settings: Other common default charges

Property Setup Fee: If a property owner is charged a fee for setup when a management agreement is signed, enter that amount below. If there is a reduced fee for multiple properties, then enter the appropriate amount and corresponding properties in the fields. This fee schedule will upload to the Property Genie integrated website.

+ Properties = \$_____

_____ + Properties = \$_____

_____ + Properties = \$_____

_____ + Properties = \$_____

Tenant Application Fee: The application fee charged per person, and will feed the Property Genie integrated website.. Due to requirements with our partner online application processing companies, only applications must be submitted as individuals. For example, a husband and a wife must each complete an application to be submitted for online processing (not as a couple), and two discrete fees would be charged

Tenant Application Fee

Key Deposit Settings: A default fee that merges with the key deposit receipt document.

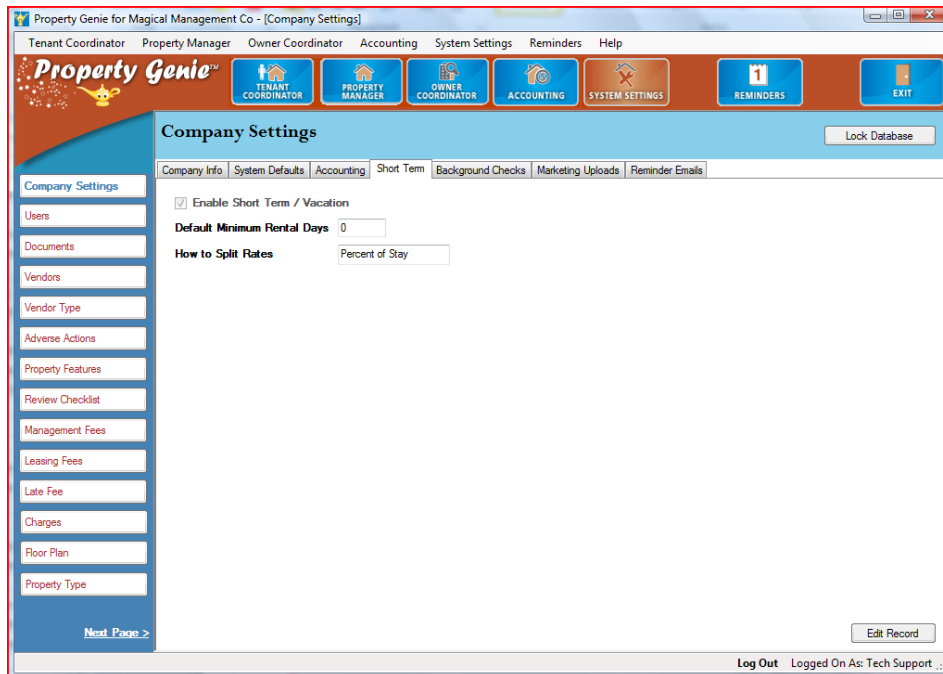
Key Deposit Fee

Income Closing Date: An optional field that indicates the date each month that the management company closes its record of income. Any income received after this date will be applied to the subsequent month.

Closing Date: The date you indicate each month to which the management income is appropriated.

Short Term

Here is where you enable or disable short term rental processing, and if enabled you will set the default minimum rental days and how to split the rates.



Introduction to Short Term Rental Processing

The Property Genie Short Term Rental System is composed of 3 main procedures. They are: a) reservations, b) check in and c) check out.

A reservation can be created either by your guest through the website or by a user through the desktop application. Once a reservation is made, then you can proceed with the check-in process and finally the check-out process.

Online Reservations

1. Go to your website, Click the vacation rentals button. (note: your Short Term page can be it's own Main Page)

Current Owners & Tenants Login
 Username
 Password

[home](#)

- LIST YOUR PROPERTIES HERE
- AVAILABLE FOR SALE / RENT
- APPLY HERE NOW
- ABOUT US
- CONTACT US
- DOCUMENTS

Welcome to our company



Property Search

City
Search
Max. Rent
Max. Price
Bedrooms
Bathrooms



2. This opens the reservations area of Property Genie within the your Site.
3. Property Genie initially shows all available properties.

Your Search Options

Price Range
 From To

Bedrooms Sleeps

Check In Check Out

Search by Date for Availability

VACATION PROPERTIES



Search by Date for Availability Sort by:



Cabin 1 (\$25.00 daily)

City: Tipton
Zipcode: 49287

Sleeps: 8
Bedrooms: 1
Bathrooms: 1

Whispering Lakes Resort hosts five duplex cabins on the property. Each Cabin comfortably sleeps 6-8 people and are all non-smoking units. All linens and bedding are provided with each cabin. Cabin rentals require a two-night minimum stay. [\[More...\]](#)



Cabin 2 (\$25.00 daily)

Sleeps: 8

4. Once you enter check in and check out dates then you will be able to search for availability.

6. Clicking on the picture or the property name will show a detailed page for that property and allow the user to submit an email request.



Request more information about this property:

Name:

Address:

City, State, Zip:

Phone:

Fax:

Email:

Comments:

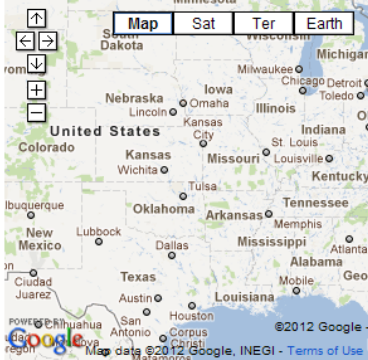
Preferred contact method:

You can also reach us by:

Phone: (123) 123-4567

Email: CustomerService@MyWebsite.com

Map and Location Info



[View Larger Map](#)

Area Information

 WEATHER

 NEIGHBORHOOD

 DINING

Property Details

Whispering Lakes Resort hosts five duplex cabins on the property. Each Cabin comfortably sleeps 6-8 people and are all non-smoking units. All linens and bedding are provided with each cabin. Cabin rentals require a two-night minimum stay.

Address: **Cabin 1**

City: **Tipton, MI - US**

Subdivision:

Sleeps:

Bedrooms: **1**

Bathrooms: **1**

Monthly Rent: **\$100.00**

Availability

May 2012						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Pets

Gated No

Lawn Care No

Pool Care No

7. Checking the **Reserve Now** checkboxes next to the property and then selecting clicking the **Reserve Selected** button will move the user to the Reservations window.

Your Search Options

Price Range

From To

Bedrooms Sleeps

Check In

VACATION PROPERTIES

Sort by:



[Cabin 1](#) (\$25.00 daily)

☒ Reserve Now? Sleeps: 8
City: Tipton Bedrooms: 1
Zipcode: 49287 Bathrooms: 1

Whispering Lakes Resort hosts five duplex cabins on the property. Each Cabin comfortably sleeps 6-8 people and are all non-smoking units. All linens and bedding are provided with each cabin. Cabin rentals require a two-night minimum stay. [\[More...\]](#)



[Cabin 2](#) (\$25.00 daily)

☒ Reserve Now? Sleeps: 8
City: Tipton Bedrooms: 1
Zipcode: 49287 Bathrooms: 1

Whispering Lakes Resort hosts five duplex cabins on the property. Each Cabin comfortably sleeps 6-8 people and are all non-smoking units. All linens and bedding are provided with each cabin. Cabin rentals require a two-night minimum stay. [\[More...\]](#)

8. The Reservation screen restates the properties that were selected and requests the user to enter their information and states the deposit due. The deposit is based on the first night's rent for each of the properties.

VACATION PROPERTIES

Checkout & Pay

Sort by: Address



Cabin 1 (\$25.00 daily)

☒ Reserve Now?

Sleeps: 8

City: Tipton

Bedrooms: 1

Zipcode: 49287

Bathrooms: 1

Whispering Lakes Resort hosts five duplex cabins on the property. Each Cabin comfortably sleeps 6-8 people and are all non-smoking units. All linens and bedding are provided with each cabin. Cabin rentals require a two-night minimum stay. [More...](#)



Cabin 2 (\$25.00 daily)

☒ Reserve Now?

Sleeps: 8

City: Tipton

Bedrooms: 1

Zipcode: 49287

Bathrooms: 1

Whispering Lakes Resort hosts five duplex cabins on the property. Each Cabin comfortably sleeps 6-8 people and are all non-smoking units. All linens and bedding are provided with each cabin. Cabin rentals require a two-night minimum stay. [More...](#)

Reserve Now

First Name:

Middle Name:

Last Name:

Address:

City:

State:

Zip Code:

Phone:

Fax:

Email:

Preferred contact method:

Email

How Did You Hear About Us

Select one...

Comments:

Deposit Due:

\$50.00

Checkout & Pay

9. Once the user clicks **Check Out & Pay** they are moved to the Payment Screen. On the payment screen, the user needs to enter their credit card information for the first night's deposit.

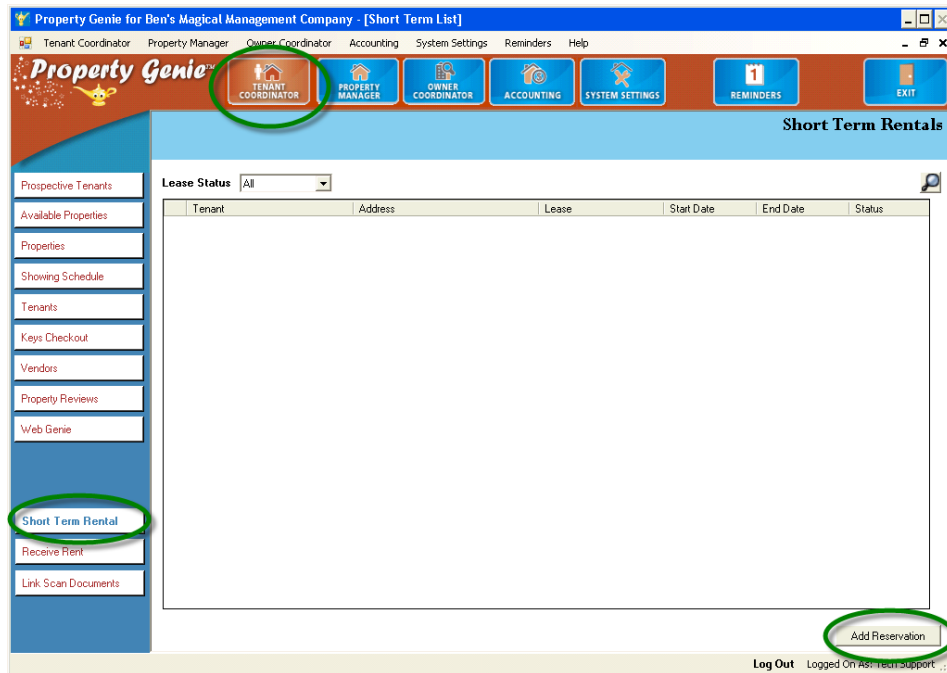
My Property Management Company

10. Once the user authorizes payments by checking ***I Agree*** and ***Authorize Payment*** then the property manager is sent an email about the new Vacation Rental. The leases are created in Property Genie.

Reservations within Property Genie

The Short Term Leases can be found by clicking the **Tenant Coordinator** button and then the **Short Term Rental** button on the left.

1. Clicking **Add Reservation** in the bottom right corner will take you to the reservation screen.



2. The Reservation screen is divided into 3 main sections:
 - a. Prospect Information which contains all of the contact information for the guests.
 - b. Reservation Information which contains the dates, properties and billing information for the reservation.
 - c. Deposit/Payment Information which is where you can process the initial deposit for the reservation.

Property Genie for Ben's Magical Management Company - [Short Term - Add Reservation]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Short Term Reservation

Prospective Tenants Available Properties Properties Showing Schedule Tenants Keys Checkout Vendors Property Reviews Web Genie

Short Term Rental Receive Rent Link Scan Documents

Prospect Information

* First Name Middle * Last Name Daytime Phone Work Phone

* Street Address Cell Phone Fax

Street Address 2 Home Phone Emergency Phone

* City * State * Zip E-Mail

* Preferred Contact

Reservation

* Check In Monday , August 06, 2012 * Address Avail? Rent Deposit

* Check Out Monday , August 06, 2012

Properties 1425 Francis Ave - Orlando, FL - U Add

Deposit / Payment Information

Amount Method Date Reference Record Payment Process Credit Card

0.00 8/ 6/2012

Cancel Add Reservation

Log Out Logged On As: Tech Support

3. In the Prospect Information area you enter the name, address and contact information for your guest.

Prospect Information

* First Name Middle * Last Name Daytime Phone Work Phone

John Q Public

* Street Address Cell Phone Fax

123 His Home Address

Street Address 2 Home Phone Emergency Phone

* City * State * Zip E-Mail

Some City FL 11111 johnQ@cse-online.com

* Preferred Contact E-Mail

4. In the Reservation area, you enter the following:
 - a. **Check In** and **Check Out** Dates. These fields are calendar selectors so you can just move to the dates you need.
 - b. **Properties** is a list of all properties that are available for short term rental. You simply select the one you want and then click the **Add** button. If the guest is reserving more than one property, then you just select another property and click **Add** again.

Reservation

▪ **Check In** Monday , August 06, 2012

▪ **Check Out** Tuesday , August 14, 2012

Properties 1425 Francis Ave - Orlando, FL - U

- 1425 Francis Ave - Orlando, FL - U
- 1446 Lavender St - Deltona, FL - U
- 151 Bradshaw Highway - Longwood
- 211 Longview Lane - Orlando, FL -
- 2312 S Mellonville Ave. - Sanford, F
- 3223 Crofton Lane - Orlando, FL - U
- 43 Desperado Blvd - Orlando, FL - L
- 555 Rivertown Blvd Unit 1 - Orlando

Address	Avail?	Rent	Deposit
1425 Francis Ave - Orlando, FL - US - 3\2	☒	\$150.00	\$750.00

The properties table shows:

- ◆ **Address:** the address of the property you added
- ◆ **Avail?** whenter that property is Available for the entire period
- ◆ **Rent:** The calculated rent for the entire period
- ◆ **Deposit:** The first nights deposit for that period.

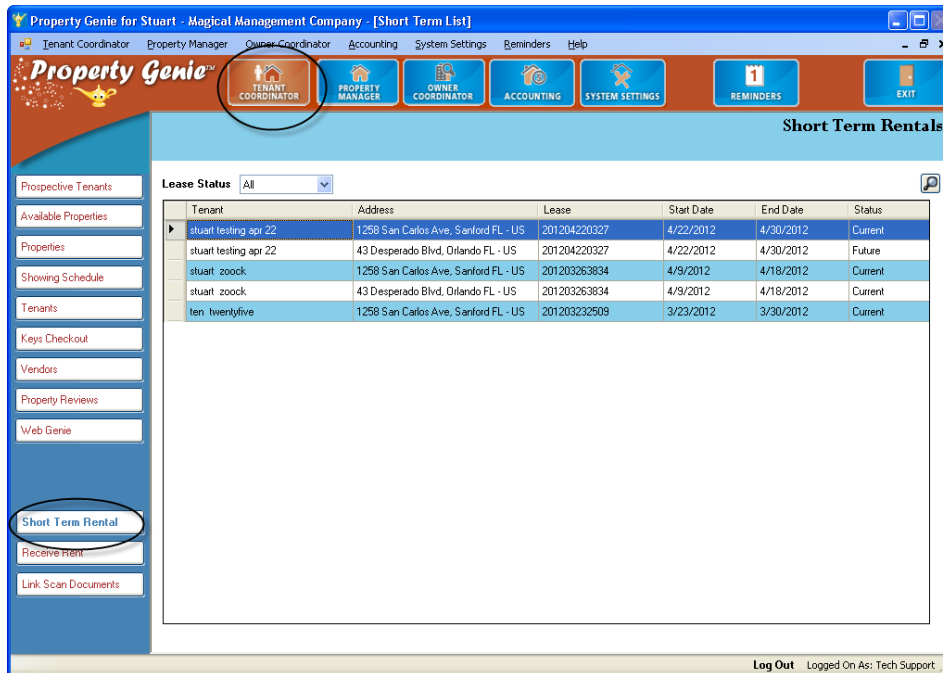
5. The Deposit / Payment information allows you to record a payment you may have received in the mail or in person by entering the information and clicking the **Record Payment** button. If you need to actually process the credit card manually then you can use the **Process Credit Card** button to load that screen.

Deposit / Payment Information

Amount	Method	Date	Reference		
0.00	v	8/ 6/2012 v		Record Payment	Process Credit Card

Short Term Reservation Check In

The Short Term Leases can be found by clicking the **Tenant Coordinator** button and then the **Short Term Rental** button on the left.



The lease name is created based on the date and time (YYYYMMDDHHMM) the reservation was made. This is also the reference number that is emailed to the tenant. Double clicking the line, will load the Short Term Rental Check-In an Accounting Screen.

1. The Short Term Rental Check-In Screen is divided into 3 sections. The first section is Leases: Units / Properties which shows the leases for the units or properties reserved. The second section is the Prospects Journal. The third section is where you can receive payments onto the Prospects Journal.

Property Genie for Stuart - Magical Management Company - [Short Term Check-In]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

First Name: Stuart Last Name: apr 22 Short Term Check-In prospect ID: 42

Leases: Units / Properties

Address	Lease	Start Date	End Date	Actual End	Status	Rent Due	Check In
1258 San Carlos Ave, Sanford FL - US	201204220327	4/22/2012	4/30/2012		Current	\$0.00	☐
43 Desperado Blvd, Orlando FL - US	201204220327	4/22/2012	4/30/2012		Future	\$800.00	☒

Total Rents Due: \$800.00 Check In

Prospects / Temporary Journal

Accounting Journal Deleted Transactions

Transaction	Posted By	Type	Debit	Credit	Reference
4/22/2012	stuart apr 22	Credit Card Fee	\$5.00	\$0.00	Convenience Fee
4/22/2012	Online	RevPay CC	\$0.00	\$405.00	Card Ending in: 1111
4/22/2012	Tech Support	Miscellaneous	\$400.00	\$0.00	Transfer to: 1258 San Carlos Ave
4/22/2012	Tech Support	Cash	\$0.00	\$400.00	chk #123
4/22/2012	Tech Support	Miscellaneous	\$400.00	\$0.00	Transfer to: 1258 San Carlos Ave

Unpaid Charges: \$0.00 Available Credit: \$0.00 Credit Balance: \$0.00

Send to Lease Refund

Payment Information

Amount: 0.00 Method: Date: 4/24/2012 Reference: Receive Payment Process Credit Card

Log Out Logged On As: Tech Support

2. Leases: Units / Properties Section

Each lease has its own line in this section. For information the Address, Lease, Start Date, End Date, Actual End Date, Status and Rent Due are listed.

For Future Leases, you can check the **Check In** column and then click the **Check In** button. Checking in the lease changes the status from Future to Current.

Leases: Units / Properties

Address	Lease	Start Date	End Date	Actual End	Status	Rent Due	Check In
1258 San Carlos Ave, Sanford FL - US	201204220327	4/22/2012	4/30/2012		Current	\$0.00	☐
43 Desperado Blvd, Orlando FL - US	201204220327	4/22/2012	4/30/2012		Future	\$800.00	☒

Total Rents Due

3. Prospects / Temporary Journal Section

The Prospects / Temporary Journal shows the transactions that have been made on the Prospect Journal. At the minimum, this will show the initial deposit and convenience fee. Any Payments taken in the Payment Information Section will show up here.

You can transfer an amount from the credit balance to a lease by clicking the **Send to Lease** button. In order to refund the prospects deposit, you can click the **Refund** button to create the transaction.

Prospects / Temporary Journal

Accounting Journal Deleted Transactions

Transaction	Posted By	Type	Debit	Credit	Reference
4/22/2012	stuart apr 22	Credit Card Fee	\$5.00	\$0.00	Convenience Fee
4/22/2012	Online	RevPay CC	\$0.00	\$405.00	Card Ending in: 1111
4/22/2012	Tech Support	Miscellaneous	\$400.00	\$0.00	Transfer to: 1258 San Carlos Ave
4/22/2012	Tech Support	Cash	\$0.00	\$400.00	chk #123
4/22/2012	Tech Support	Miscellaneous	\$400.00	\$0.00	Transfer to: 1258 San Carlos Ave

Unpaid Charges

Available Credit

Credit Balance

4. Payments Information Section

You can enter payments taken in person through this section and click the Receive Payment button or you can process a credit card through a Property Genie merchant by clicking the **Process Credit Card** button.

Payment Information

Amount	Method	Date	Reference	Receive Payment	Process Credit Card
0.00		4/24/2012			

5. Once the client has paid in full the process is complete!

Short Term Reservation Check Out

Just like long term leases, you need to tell Property Genie that a Short Term lease has ended which will set the property back to vacant. A Check Out is done in the same way as a normal move out.

1. Double click on the lease on the property and then select
2. Click the **Move Out** tab.
3. Click the **Dormant** button.

The screenshot shows the 'Lease Details' window for Lease ID 3. The 'Move Out' tab is selected and circled in green. Below the tab, there are several input fields and buttons. The 'Returned' section includes 'Keys', 'Remotes', 'Pool Keys', and 'MailBox Keys', each with a '0' in a box. A 'Renewal Letter Sent' checkbox is unchecked. The 'Move Out Reason' field contains 'lease over'. The 'Notice Given by' field contains 'me', and the 'Actual End Date' is '8/6/2012'. The 'Date Notice Given' is '12/15/2011' and the 'Intended Move Out' is '12/31/2012'. At the bottom, the 'Move Out Letters' button is circled in green, and the 'Dormant' button is also circled in green. Other buttons include 'Email Eviction Lawyer', 'Terminate', 'Evict', 'Print Lease', 'Renew', 'Close', and 'Edit'.

Short Term Reservation Reports

Short term/Vacation Rental reports are found under the Management Company Tab.

Background Checks

The screenshot displays the 'Property Genie' software interface for 'Magical Management Co'. The top navigation bar includes links for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Help. Below this is a secondary bar with icons for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Exit. The main content area is titled 'Company Settings' and features a sidebar with various settings categories: Company Settings, Users, Documents, Vendors, Vendor Type, Adverse Actions, Property Features, Review Checklist, Management Fees, Leasing Fees, Late Fee, Charges, Floor Plan, and Property Type. The 'Background Checks' tab is selected, showing options to perform checks through LexisNexis. It includes fields for Client ID, Criminal Search (set to None), and Eviction Search (set to None), along with a 'Synchronize Users' button. A section for 'LexisNexis Resident Screening' contains a 'Property ID' field with the value '1234'. A promotional banner for 'ON LINE RENTAL EXCHANGE' is also visible, encouraging users to sign up. The bottom of the page includes a 'Log Out' button and a status bar indicating the user is logged on as 'Tech Support'.

Background Checks (To edit this page, select the edit button on the bottom of the page)

Perform Background Checks Through: select the online application processing company you would like to use. Property Genie integrates with Resident Data (now LexisNexis), and Online Information Systems (Online Rental Exchange).

Online Rental Exchange settings: The requisite information is provided you by Online Rental Exchange.

Client ID: Provided by ORE

Do Criminal Search: If this is the package you purchased with ORE, select this box

Sync Users: Synchronizes new users with ORE

Resident Data/Lexis Nexis Property ID

Property ID: The Company ID provided to you by Resident Data/Lexis Nexis

Marketing Uploads

Feature	Rental Homes Plus	Rentals.com	Zillow
Exterior Appearance: Cinder Block			
Exterior Appearance: Waterfront Lot	Waterfront	amenityhaswaterfront	
Exterior Appearance: Aluminum Siding			
Exterior Appearance: Water View Lot	Waterfront		
Exterior Appearance: Other			
Bathroom Extras: Roman Tub			
Bathroom Extras: Jacuzzi Tub		amenityhasjettedtub	
Bathroom Extras: Double Vanity			
Bathroom Extras: Glass Shower			
Bathroom Extras: Private Toilet Room			
Bathroom Extras: Other			
Living Room: Living Room		roomhaslivingroom	
Living Room: Formal Living Room		roomhaslivingroom	
Living Room: Living / Family Room C...			
Dining Room: Dining Area	DiningRoom	roomhasdiningroom	
Dining Room: Formal Dining Room	DiningRoom	roomhasdiningroom	
Dining Room: Kitchen Dining Area	EatInKitchen	kitchenhasbreakfastnook	
Dining Room: Breakfast Bar	EatInKitchen	kitchenhasbreakfastnook	
Dining Room: Other			

Marketing Uploads (To edit this page, select the edit button on the bottom of the page.) Property Genie integrates with online rental marketers rentalhomesplus.com (now apartments.com), Rentals.com and Zillow (which includes Hotpads.com).

Features (PG) Property Features designated by Property Genie

You must have accounts with Rental Homes Plus and Rentals.com, however, Zillow and Hotpads are free services. Select from the drop down menu the features you would like to match from each of the accounts you will be using to Property Genie. These features will be uploaded to their sites for marketing.

Reminder Emails

Property Genie for Magical Management Co - [Company Settings]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Company Settings

Lock Database

Company Info System Defaults Accounting Short Term Background Checks Marketing Uploads Reminder Emails

Company Settings Users Documents Vendors Vendor Type Adverse Actions Property Features Review Checklist Management Fees Leasing Fees Late Fee Charges Floor Plan Property Type

Next Page >

Rent Due Reminder

Days before Rent Due 5 Edit HTML

Email Message to Tenant

Rent Past Due Reminder

Days after Rent Due 5 Edit HTML

Email Message to Tenant

Edit Record

Log Out Logged On As: Tech Support

The system will track and prompt you to send reminder emails for rent prior to being due, and when it is past due. In here you will set the number of days for the reminders as well as any generic text you want in the body of the emails.

Users

Set up who has access to Property Genie and what features of Property Genie they have access to

Add a user name and password for access to Property Genie

Name: The name of the employee or designation

Login ID: First blank in the Property Genie login screen

Password second blank in the Property Genie login screen

Email: email address of user that will be the mailbox for Outlook Scan of that user

Inactive: If this gets marked, it will remove rights to access

Security Groups: Assign different levels of access to Property Genie

Must add one at a time

Remove will remove the user from that group.

User Security: This lists the rights a user has been given.

Background Check Integration Permission for this user to run online tenant applications

Synchronize this user: Give rights for Property Genie/OIS intergration

Now Button: sends information to OIS from Property Genie regarding user

Password Expires Field: date you would like access to expire for OIS integration

Picture File Name Link to a photo of a user. If this user is assigned as property manager to various properties this photo will be seen on owner and tenant logins pages

Change Button: Allows user to browse and select a photo

Upload Button: Uploads photo to the Property Genie integrate website.

Documents

Document Type	Description	File Name	Location
Property	Analysis Chart of Similar Properties	ComparativeMark...	C:\Dropbox\PG Docs\Forms\ComparativeMarketAnalysis.doc
Prospect	Employment Verification	EmpVerification	C:\Dropbox\PG Docs\Forms\EmpVerification.doc
Prospect	Landlord Verification Doc	RentalFormerLan...	C:\Dropbox\PG Docs\Forms\RentalFormerLandlord.doc
Marketing	Flyer Template 1	FlyerTemplate1	C:\Dropbox\PG Docs\Forms\FlyerTemplate1.doc
Marketing	Flyer Template 2	FlyerTemplate2	C:\Dropbox\PG Docs\Forms\FlyerTemplate2.doc
Prospect	Prospect Application Approvable L...	ApplicationAppro...	C:\Dropbox\PG Docs\Forms\ApplicationApprovable.doc
Prospect	Prospect Application Approved Le...	ApplicationAppro...	C:\Dropbox\PG Docs\Forms\ApplicationApproved.doc
Prospect	Prospect Application Denial Letter	ApplicationDenial	C:\Dropbox\PG Docs\Forms\ApplicationDenial.doc
Owner	Automatic Deposit Agreement	AutomaticDeposit	C:\Dropbox\PG Docs\Forms\AutomaticDeposit.doc
Property	7 Day Notice to Comply	Insp7Day	C:\Dropbox\PG Docs\Forms\Insp7Day.doc
Property	Review Failure Notice	InspFail	C:\Dropbox\PG Docs\Forms\InspFail.doc
Property	Review Notice	InspNotice	C:\Dropbox\PG Docs\Forms\InspNotice.doc
Property	Review Pass Letter	InspPass	C:\Dropbox\PG Docs\Forms\InspPass.doc
Property	Review Pass w/ Issues	InspPassIssues	C:\Dropbox\PG Docs\Forms\InspPassIssues.doc

Forms Location: C:\Dropbox\PG Docs\Forms\ Browse

Generated Documents Saving Paths

Properties Location: C:\Dropbox\PG Docs\Properties\ Browse

Prospects Location: C:\Dropbox\PG Docs\Prospects\ Browse

Owners Location: C:\Dropbox\PG Docs\Owners\ Browse

Automatically Copy Pictures into PG Folders? ☐

Del. Document Edit

Log Out Logged On As: Tech Support

This gives the location of documents linked to property Genie. There are quite a few template forms, but you can also create your own and place them in the forms folder.

Document Templates: A list of Property Genie documents (meaningless until you download Property Genie documents and file structure and link the database to them.

Documents Settings / Paths: A global database setting. Documents should be located on a shared folder, server, or internet drive like "My Dropbox," or a VPN.

Forms Location: The folder where the Property Genie linked document templates are stored.

Properties Location: Location of folders containing documents created through Property Genie pertaining to properties

Browse: Browse to the location of the properties folder so merged documents can be created by Property Genie.

Prospects Location: Location of folders containing documents created through Property Genie pertaining to prospective tenants

Owners Location: Location of folders containing documents created through Property Genie pertaining to property owners.

Delete Document Button: delete a document will remove it from the forms folder. Property Genie will no longer be able to merge to that particular document.

Property Genie uses the template forms in the forms directory to merge with the Prospect, Tenant, or Owner and then once the data is merged into the Word Document, it is saved under the appropriate folder whether it be Property, Prospect or Owner.

Upon installation, Property Genie staff will download and install Dropbox so that all users can share the documents. It is imperative that all computers have their Dropbox location identical to what is in the screen:

The screenshot shows the 'Property Genie for Magical Management Co - [Document Maintenance]' window. The interface includes a top navigation bar with tabs for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Help. Below this is a 'Document Maintenance' section with a table of documents and a sidebar with various settings.

Document Type	Description	File Name	Location
Property	Analysis Chart of Similar Properties	ComparativeMark...	C:\Dropbox\PG Docs\Forms\ComparativeMarketAnalysis.doc
Prospect	Employment Verification	EmpVerification	C:\Dropbox\PG Docs\Forms\EmpVerification.doc
Prospect	Landlord Verification Doc	RentalFormerLan...	C:\Dropbox\PG Docs\Forms\RentalFormerLandlord.doc
Marketing	Flyer Template 1	FlyerTemplate1	C:\Dropbox\PG Docs\Forms\FlyerTemplate1.doc
Marketing	Flyer Template 2	FlyerTemplate2	C:\Dropbox\PG Docs\Forms\FlyerTemplate2.doc
Prospect	Prospect Application Approvable L...	ApplicationAppro...	C:\Dropbox\PG Docs\Forms\ApplicationApprovable.doc
Prospect	Prospect Application Approved Le...	ApplicationAppro...	C:\Dropbox\PG Docs\Forms\ApplicationApproved.doc
Prospect	Prospect Application Denial Letter	ApplicationDenial	C:\Dropbox\PG Docs\Forms\ApplicationDenial.doc
Owner	Automatic Deposit Agreement	AutomaticDeposit	C:\Dropbox\PG Docs\Forms\AutomaticDeposit.doc
Property	7 Day Notice to Comply	Insp7Day	C:\Dropbox\PG Docs\Forms\Insp7Day.doc
Property	Review Failure Notice	InspFail	C:\Dropbox\PG Docs\Forms\InspFail.doc
Property	Review Notice	InspNotice	C:\Dropbox\PG Docs\Forms\InspNotice.doc
Property	Review Pass Letter	InspPass	C:\Dropbox\PG Docs\Forms\InspPass.doc
Property	Review Pass w/ Issues	InspPassIssues	C:\Dropbox\PG Docs\Forms\InspPassIssues.doc

Below the table, there are configuration fields for document locations:

- Forms Location:** C:\Dropbox\PG Docs\Forms\ (with a 'Browse' button)
- Generated Documents Saving Paths:**
- Properties Location:** C:\Dropbox\PG Docs\Properties\ (with a 'Browse' button)
- Prospects Location:** C:\Dropbox\PG Docs\Prospects\ (with a 'Browse' button)
- Owners Location:** C:\Dropbox\PG Docs\Owners\ (with a 'Browse' button)
- Automatically Copy Pictures into PG Folders?** ☐

At the bottom right, there are buttons for 'Del. Document' and 'Edit'. The status bar at the bottom shows 'Log Out' and 'Logged On As: Tish Monroe'.

Vendor

Company Name	Contact Name	Address 1	Address 2	City	State	Zip	Phone
AC Company					FL		
All Florida Heat & Air							
Broker Tom	Tom				FL		
hoa test					FL		
IRS					FL		
Joe the Handyman	Joe Adams				FL		
Lawn Company					FL		
Locksmith					FL		
Magical Management Co					TN		
New Owner Test					FL		
Plumbing Company					FL		
Pool Company					FL		

Vendor Information — All information regarding a service vendor or other individual or company to whom checks will be written. **ADD YOUR MANAGEMENT COMPANY AS A VENDOR** for reimbursement purposes (not management company income). **Company Name (required)**- Enter vendor or individual's company name. This is the name that will be added in Quick Books. Must be 40 characters or less with no apostrophe's. **Contact Name** Address Type A required fields. Type of work or category of company/individual to whom checks will be written. Can select more than one. Create these categories (like AC, Electrical, Management Company, HOA, etc under Work Order Types).

Work Performed

Remove

Add

Drop Down Field — Select Active/Inactive

Work Orders — Links to work orders created via Property Genie for a particular vendor

Phone

Fax

Emergency Phone 1

Emergency Phone 2

Email Address

Tax Identification Number (#) — Tax ID number for 1099 creation purposes. Do not enter dashes.

Insurance Carrier

Checkbox — Create Bills not Checks

If this box is checked, the when a paid invoice is transferred to QB, it will be treated as a bill, and located in the Vendor Pay bills screen. This allows multiple bills for single vendor to be paid.

Checkbox — Is a UtilityCheck this box for public utilities like water and power

Checkbox — Needs a 1099

Check this box if the vendor will require a 1099 to report income. It is typical for vendors to require a 1099 if they are paid over \$600 by a company. Contact your accountant with any questions.

Vendor Notes — Any other information you would like to record as a note

Add Record

Delete Record

Vendor Type

Property Genie for Magical Management Co - [Vendor Type Maintenance]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Vendor Type Maintenance

Description	Use on Work Orders?
Electrician	☒
General	☒
Handy Man	☒
hoa	☐
Plumber	☒
Tax	☐
Utility	☐
*	☐

Next Page > Delete Record Edit Table

Log Out Logged On As: Tech Support

Before setting up Vendors you must have the different vendor types set up. These are simply classifications such as Electrical, Plumbing, Lawn Maintenance, etc.

Adverse Actions

The screenshot displays the 'Property Genie for Magical Management Co - [Adverse Action List]' window. The interface includes a top navigation bar with roles: Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Help. Below this is a toolbar with icons for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Exit. A left sidebar contains a list of menu items: Company Settings, Users, Documents, Vendors, Vendor Type, Adverse Actions (highlighted), Property Features, Review Checklist, Management Fees, Leasing Fees, Late Fee, Charges, Floor Plan, and Property Type. The main content area is titled 'Adverse Actions' and contains a table with three columns: Name, Type, and Description. The table lists three entries: 'Guarantor' (ApproveSubject To) with description 'We are requesting a Qualified Guarantor', 'Higher Security D...' (ApproveSubject To) with description 'We are requesting a higher Security Deposit', and 'Insufficient Credit ...' (Decline) with description 'You have a insufficient credit rating'. At the bottom of the main area is an 'Add Adverse Action' button. The footer shows 'Log Out' and 'Logged On As: Tech Support ...'.

Name	Type	Description
Guarantor	ApproveSubject To	We are requesting a Qualified Guarantor
Higher Security D...	ApproveSubject To	We are requesting a higher Security Deposit
Insufficient Credit ...	Decline	You have a insufficient credit rating

Adverse Actions: These fields are for use in the tenant adverse action letter when a tenant is denied to lease a property. (See Tenant Coordinator, Documents)

Add Adverse Action: Add additional adverse actions

Reason Short Description: An easily recognizable description that you will select from a list

Reason Category: Decline or subject to

Reason Full Description: The full verbiage regarding the adverse action that will merge into the adverse action letter.

Property Features

The screenshot shows the 'Property Features Maintenance' window. The title bar reads 'Property Genie for Magical Management Co - [Features Maintenance]'. The menu bar includes 'Tenant Coordinator', 'Property Manager', 'Owner Coordinator', 'Accounting', 'System Settings', 'Reminders', and 'Help'. The toolbar contains icons for 'TENANT COORDINATOR', 'PROPERTY MANAGER', 'OWNER COORDINATOR', 'ACCOUNTING', 'SYSTEM SETTINGS', 'REMINDERS', and 'EXIT'. The left sidebar lists various settings: 'Company Settings', 'Users', 'Documents', 'Vendors', 'Vendor Type', 'Adverse Actions', 'Property Features' (highlighted), 'Review Checklist', 'Management Fees', 'Leasing Fees', 'Late Fee', 'Charges', 'Floor Plan', and 'Property Type'. The main area is titled 'Features Maintenance' and contains two tables. The first table, 'Edit Category', has columns 'Order', 'Category Name', and 'Show On Web'. The second table, 'Edit Item', has columns 'Order', 'Feature', and 'Needs Notes'. The 'Edit Category' table contains 15 rows of predefined categories.

Order	Category Name	Show On Web
10	Exterior Appearance	☐
20	Bathroom Extras	☐
30	Living Room	☐
40	Dining Room	☐
50	Kitchen	☐
60	Appliances	☐
70	Laundry Facilities	☐
80	Flooring	☐
90	Carpet Color	☐
100	Parking Facilities	☐
110	Heating and A/C	☐
120	Paddle Fans	☐
130	Window Coverings	☐
140	Fencing	☐
150	Special Features	☐

The master list of features and amenities that can describe your properties. This list should contain ALL potential attributes of a property. This list also populates the marketing flier and features shown on the Property Genie Integrated Website available properties screen (See Amenities screen) .

The system has predefined categories, but more can be added to fit your needs.

Review Checklist

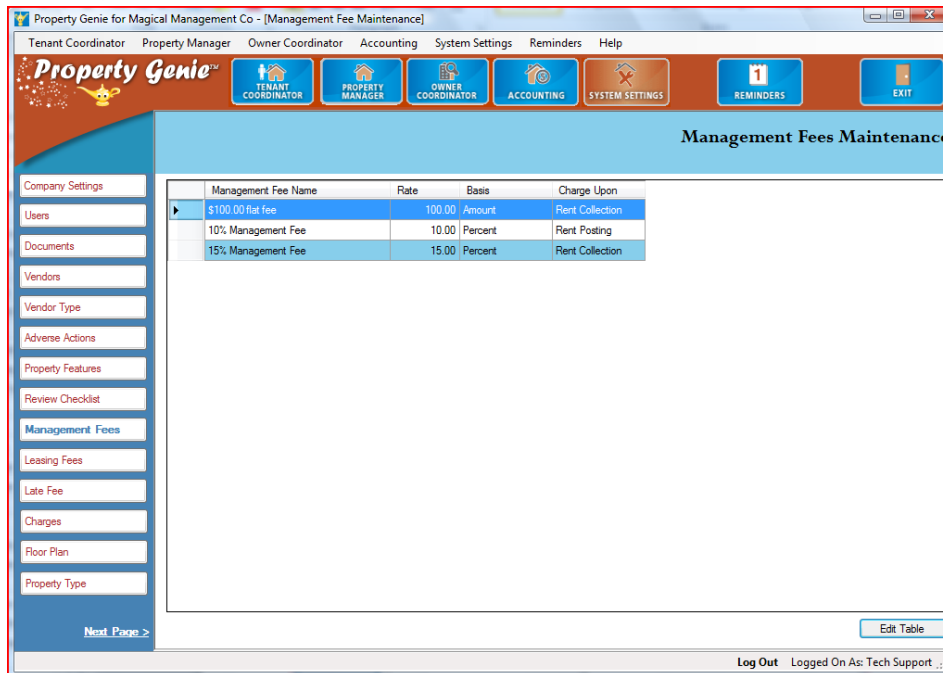
The screenshot shows the 'Review Checklist Maintenance' window. The title bar reads 'Property Genie for Magical Management Co - [Review Maintenance]'. The menu bar and toolbar are identical to the previous screen. The left sidebar is the same, with 'Review Checklist' highlighted. The main area is titled 'Review Maintenance' and contains two tables. The first table, 'Edit Category', has columns 'Order', 'Category', and 'Print'. The second table, 'Edit Item', has columns 'Order', 'Item Name', and 'Date Added'. The 'Edit Category' table contains 14 rows of predefined categories.

Order	Category	Print
10	Living Room	☒
20	Dining Room	☒
30	Kitchen	☒
40	Family Room	☒
50	Master Bedroom	☒
60	Master Bedroom Bath	☒
70	2nd Bedroom	☒
80	3rd Bedroom	☒
90	4th Bedroom	☐
100	5th Bedroom	☐
110	Guest Bath	☐
120	Furnace, Water Heater, Air Conditioner	☒
130	Hallway	☒
140	Garage	☒

The master list of items that are common to a property review or inspection. This list should show all the potential reviewed rooms/items to be reviewed. (See Reviews)

The system has predefined categories, but more can be added to fit your needs.

Management Fees



Management Fee Name	Rate	Basis	Charge Upon
\$100.00 Flat Fee	100.00	Amount	Rent Collection
10% Management Fee	10.00	Percent	Rent Posting
15% Management Fee	15.00	Percent	Rent Collection

Master list of ALL potential monthly management fees collected (leasing fees, tenant placements fees, renewal fees are all manual charges at this time).

Edit Table: Add or edit fees to the management fee table

Management Fee Name: A short title for the management fee so it can be easily recognized in a list.

Example: 10%, 8%, \$20 Flat

Rate: Dollar amount or percentage of the rent

Basis: Fixed amount or percentage

Charge Upon: Rent collection (when the tenant pays the rent, management fee is on the owner's ledger retained), rent posting (management fee charge posts to the owner's ledger when the rent is charged to the tenant), no rent (if there is no rent collected, as when a property is vacant or the management company is "house sitting" a charge posts to the owner's ledger from the monthly charges screen) See owner tab in Property Management Screen, Default Management Fee)

Leasing Fees

Leasing Fee Name	Rate	Basis
\$200.00 Leasing Fee	200.00	Amount
100% Leasing Fee	100.00	Percent
50% Leasing Fee	50.00	Percent
Zero	0.00	Amount
*	0	

Indicate a unique descriptive name. For example, if the leasing fee is 50% of the rent, the leasing fee name would be 50%.

Rate — percentage or flat dollar amount

Basis — Choose “Percent” or “Amount”

Rate — percentage or flat dollar amount

To add all of your leasing fees, add a new fee in each line.

Late Fee

The screenshot shows the 'Property Genie for Magical Management Co - [Late Fee List]' window. The top menu bar includes 'Tenant Coordinator', 'Property Manager', 'Owner Coordinator', 'Accounting', 'System Settings', 'Reminders', and 'Help'. Below the menu is a toolbar with icons for 'TENANT COORDINATOR', 'PROPERTY MANAGER', 'OWNER COORDINATOR', 'ACCOUNTING', 'SYSTEM SETTINGS', 'REMINDERS', and 'EXIT'. On the left is a sidebar with a list of navigation options: 'Company Settings', 'Users', 'Documents', 'Vendors', 'Vendor Type', 'Adverse Actions', 'Property Features', 'Review Checklist', 'Management Fees', 'Leasing Fees', 'Late Fee' (highlighted), 'Charges', 'Floor Plan', and 'Property Type'. The main area is titled 'Late Fee List' and contains a table with two columns: 'Description' and 'Type'. The table has one row with the text '\$150 late fee' in the 'Description' column and 'Additional Rent' in the 'Type' column. At the bottom right of the table is an 'Add Late Fee' button. The bottom status bar shows 'Log Out' and 'Logged On As: Tech Support'.

Description	Type
\$150 late fee	Additional Rent

The master table where all types of late fees a company may charge are entered under System Settings/Late Fee. They must be entered in this table to be available for selection on a lease.

Add Late Fee: Click to add a late fee to the table

Late Fee Name: An easily recognizable descriptive name. Example: \$50/5 day

Late Fee Type: Late Fee or Additional Rent

Enter the name and late fee type. Then click Save. Select the name from the drop down list and click edit to alter the table.

Start Day This indicates the first of the month, and the day that a fee change occurs. THIS FIELD IS AUTOCALCULATED BY PROPERTY GENIE BASED ON THE DAYS TO REPEAT. YOU CANNOT EDIT THIS LINE MANUALLY.

Fixed Amount: Enter a fixed dollar amount here

Percent of Rent: Enter a percentage of the rent to be charged as a late fee here

Application Type: Fixed, percentage or both

Days to Repeat: How many days the charge is levied (1 for 1 day)

Charges

Property Genie for Magical Management Co - [Charges Maintenance]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Select a Type of Charge: All ☒ Show Active Only **Charges Maintenance**

Charge Type	Charge Description	Amount	Show on Late Pay Notice	Management Fees Apply	Management Company Income	Is Deposit	Inactive	Taxable	Owner 1099	Is Metered
Lease	Additional Rent	\$0.00	☐	☐	☒	☐	☐	☐	☐	☐
Both	Air Conditioning	\$0.00	☐	☐	☐	☐	☐	☐	☐	☐
Both	Application Fee	\$0.00	☐	☐	☒	☐	☐	☐	☐	☐
Both	Cleaning	\$0.00	☐	☐	☐	☐	☐	☐	☐	☐
Both	Commission	\$0.00	☐	☐	☐	☐	☐	☐	☐	☐
Both	Damage Repair	\$0.00	☐	☐	☐	☐	☐	☐	☐	☐
Both	Electric	\$0.00	☒	☐	☒	☐	☐	☐	☐	☒
Both	Electric Bill	\$0.00	☐	☐	☐	☐	☐	☐	☐	☐
Owner	Foreign Owner 30% Tax	\$0.00	☐	☐	☐	☐	☐	☐	☐	☐
Both	Forfeit Security Deposit	\$0.00	☐	☐	☐	☐	☐	☐	☐	☐
Both	Forfeited Lease Discount	\$0.00	☐	☐	☒	☐	☐	☐	☐	☐
Both	Keys	\$0.00	☐	☐	☐	☐	☐	☐	☐	☐
Lease	Late Fee	\$0.00	☐	☐	☒	☐	☐	☐	☐	☐
Both	Lawn Care	\$0.00	☒	☐	☐	☐	☐	☐	☐	☐
Both	Leasing Fee	\$0.00	☐	☐	☒	☐	☐	☐	☐	☐
Both	Legal and Accounting	\$0.00	☐	☐	☐	☐	☐	☐	☐	☐
Both	Magical Management Advert...	\$0.00	☐	☐	☒	☐	☐	☐	☐	☐
Both	Maintenance Fee	\$15.00	☐	☐	☒	☐	☐	☐	☐	☐
Both	Management Fee	\$0.00	☐	☐	☒	☐	☐	☐	☐	☐

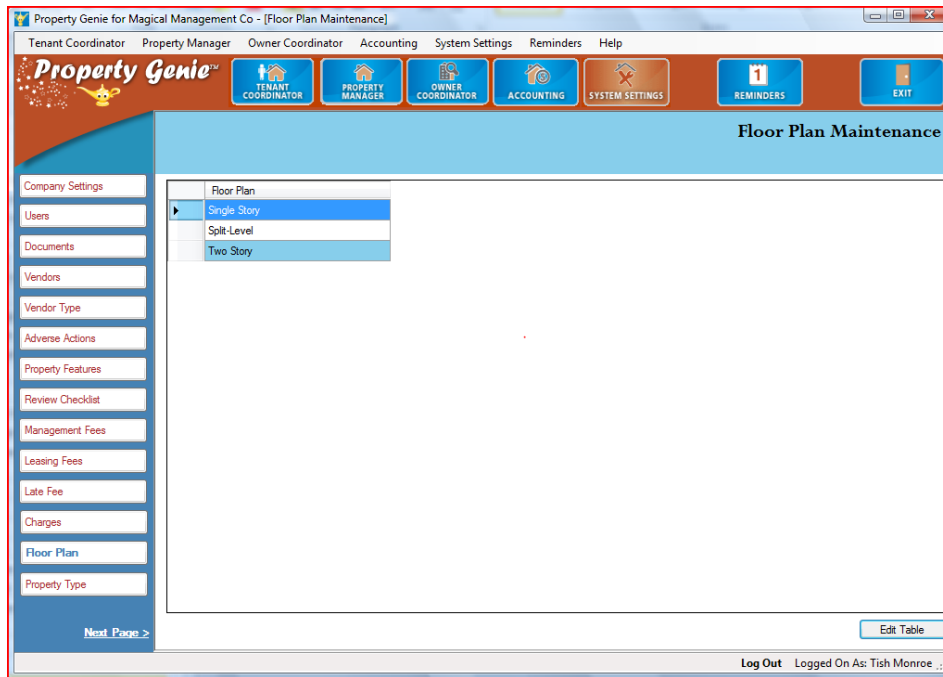
Print Edit Table

Log Out Logged On As: Tish Monroe

The system comes with pre-defined charges that cover most items you will need. However, by clicking Edit Table and entering at the last line in the table will allow the user to add their own charges to the table.

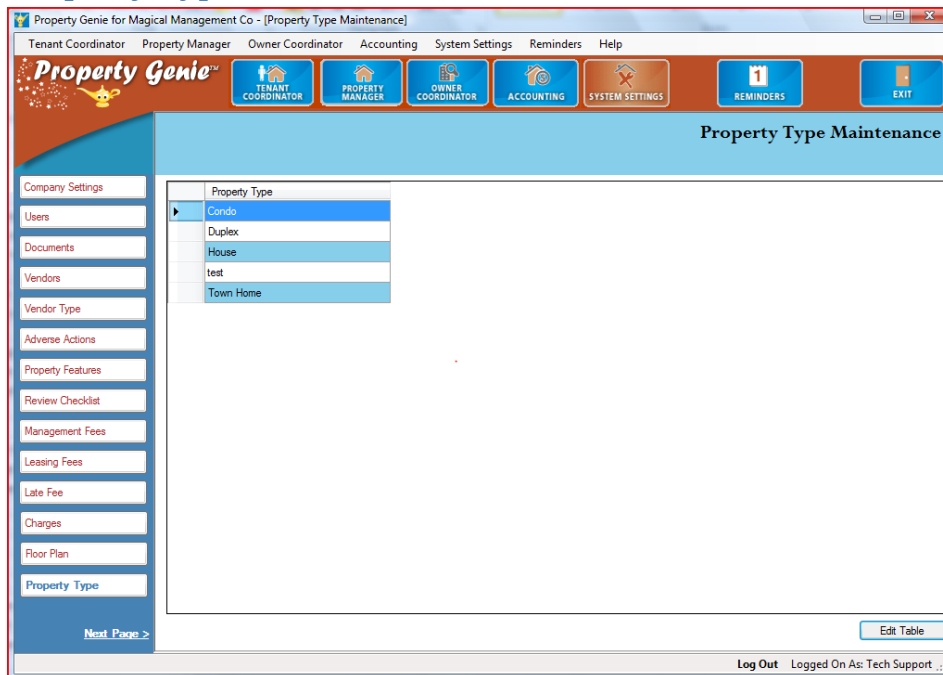
*Note: Any charges that are added to this table, must also exist in QuickBooks in the Item List and the name must match EXACTLY in order for the transactions to transfer successfully to QuickBooks.

Floor Plan



The system comes with pre-defined floor plans, but you may add others that pertain to your business by clicking the Edit Table and simply typing in the table.

Property Type



The system comes with pre-defined property types, but you may add others that pertain to your business by clicking the Edit Table and simply typing in the table.

Marketing Options

The screenshot shows the 'Marketing Options Maintenance' window in the Property Genie software. The window has a title bar 'Property Genie for Magical Management Co - [Marketing Options Maintenance]'. Below the title bar is a navigation menu with 'Tenant Coordinator', 'Property Manager', 'Owner Coordinator', 'Accounting', 'System Settings', 'Reminders', and 'Help'. The 'Owner Coordinator' button is highlighted. Below the navigation menu is a toolbar with icons for 'TENANT COORDINATOR', 'PROPERTY MANAGER', 'OWNER COORDINATOR', 'ACCOUNTING', 'SYSTEM SETTINGS', 'REMINDERS', and 'EXIT'. The main content area is titled 'Marketing Options' and contains a table with the following data:

Heard About Us From	More Info Needed	Needs To Be Paid	Active
Internet	☒	☐	☒
Other - Please Specify	☒	☐	☒
Other - Please Specify	☒	☐	☒

At the bottom of the window, there is a 'Log Out' button and a status bar indicating 'Logged On As: Tech Support'.

Here is where you can set up referral sources to use tying them to your Owners to track in the event that you pay referral fees.

The screenshot shows the 'Owner Details' window in the Property Genie software. The window has a title bar 'Property Genie for Magical Management Co - [Owner Details]'. Below the title bar is a navigation menu with 'Tenant Coordinator', 'Property Manager', 'Owner Coordinator', 'Accounting', 'System Settings', 'Reminders', and 'Help'. The 'Owner Coordinator' button is highlighted. Below the navigation menu is a toolbar with icons for 'TENANT COORDINATOR', 'PROPERTY MANAGER', 'OWNER COORDINATOR', 'ACCOUNTING', 'SYSTEM SETTINGS', 'REMINDERS', and 'EXIT'. The main content area is titled 'Owner Information' and contains a form with the following fields:

- Select an Owner:** Holder, Chris
- Active:** Active
- Owner ID:** 20
- Heard about us from:** Select an option...
- Date of Birth:** / /
- SSN:**
- Status:** Active
- Rating:**
- Hobbies:**
- Comments/Requests:**

At the bottom of the window, there is a 'Compare To Market' button and a status bar indicating 'Log Out' and 'Logged On As: Tech Support'.

Taxes

The screenshot shows the 'Property Genie for Magical Management Co - [Taxes List]' window. The interface includes a top menu bar with 'Tenant Coordinator', 'Property Manager', 'Owner Coordinator', 'Accounting', 'System Settings', 'Reminders', and 'Help'. Below this is a toolbar with icons for 'TENANT COORDINATOR', 'PROPERTY MANAGER', 'OWNER COORDINATOR', 'ACCOUNTING', 'SYSTEM SETTINGS', 'REMINERS', and 'EXIT'. The main area is titled 'Taxes List' and contains a table with two columns: 'Tax Description' and 'Percentage'. The table has three rows: a header row, a row with 'Enter Description' and '0.00', and a row with 'Enter Description' and '6.00'. On the left side of the window, there are buttons for 'Marketing Options' and 'Taxes'. At the bottom left is a '< Previous Page' button, and at the bottom right is an 'Add Tax' button. The status bar at the very bottom shows 'Log Out' and 'Logged On As: Tech Support'.

Tax Description	Percentage
Enter Description	0.00
Enter Description	6.00

Taxes: The table where various taxes can be created and saved. (See Tax Type, Lease, System Settings, System Defaults, System Settings/Charges). If a tax type has already been added, double click on the line in the tax table to edit that particular tax grouping.

Add Tax Click here to add a tax to the tax table. Multiple lines can be included with different percentages.

Tax Name (Enter a Description): Enter an easy to identify description. Example: Orange County Bed Tax, or 11%)

charge To Use: Select the Charge entered in the charge table (don't forget to add as an item in Quick Books)

Vendor To Pay: First add the requisite Department of Revenue as a Vendor. Select the vendor who receives the tax. Example: FL Dept of Revenue.

Web Genie

Property Genie will give you a website address specific to your company that will allow you to post statements, documents, allow tenants to apply and make rent payments, allow owners to apply for your services and allow you to market your available properties. The website address will be in the following format: <http://magicalmanagementcompany.property-genie.com>. The content of this site is controlled from within Property Genie, under the Tenant Coordinator in the Web Genie button. The featured property on the website is set by going into the property you want to use as your featured property and

clicking on the Marketing tab to select the property as featured. The Property Information tab is where the photo of your property pulls from.

Tenant

Tenant: How to Login and Make Payment or View Account.

When logging into your company's Property Genie powered website you have the option to enter your login credentials from the site's homepage, or the direct tenant login page.

Go to Homepage: <http://magicalmanagement.property-genie.com.property-genie.com/>

Go to Direct Tenant Login: [http:// magicalmanagement.property-genie.com.property-genie.com/tenantportallogin.aspx](http://magicalmanagement.property-genie.com.property-genie.com/tenantportallogin.aspx)

Homepage

Current Owners & Tenants Login

Username:

Password:

Welcome to our company

Here at Magical Management, we rely on the most powerful property management software available:

[More Info](#)

Property Search

City: Laundry Facilities:

Max. Rent: Fencing:

Special Features:

Bedrooms: Bathrooms:

Featured Property

4222 Stonewall Dr.

Rent: \$1,195.00

Beautiful home with pool and two car garage [more >>](#)

Property Management University

Check out our available properties, and move into that coveted school district. Don't wait, our homes move quickly!

We Use Zillow!

Announcing our partnership with Zillow! The most used real estate website in the industry has asked to advertise our properties! At no charge to you! With Zillow's mobile app, tenants can find your rental property on the go!

Magical Management • 209 San Carlos Ave • Sanford, FL 32771 • Phn: (123) 123-4567 • Fax: (123) 123-4567

Direct Tenant Login

PROPERTY MANAGEMENT

TENANT PORTAL

Property Genie Tenant Portal

Login in to obtain a search order request for your property. Your login is your email address on the web PropertyGenie, and the email address must be a digital rights of your social security number. Please email us, call and write to have your email address on file.

Login:

Password:

[Forgot Username](#) [Forgot/Reset Password](#)

Magical Management and Realty, 1000 N. 10th Street, Suite 100, Sanford, FL 32771 • Phn: (123) 123-4567 • Fax: (123) 123-4567

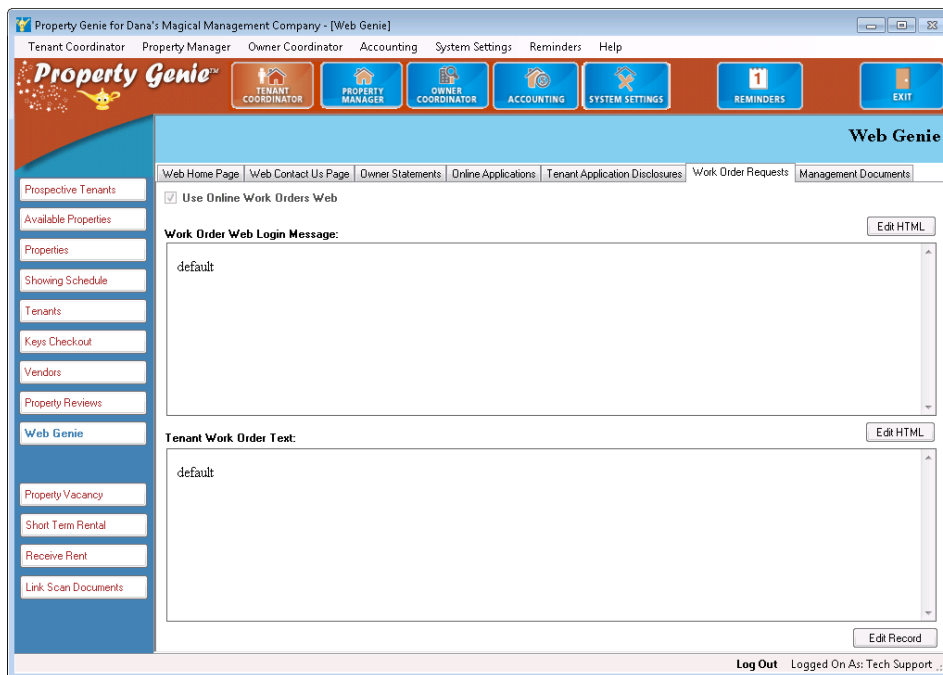
Logging In

Enter The Login Credentials provided by your management company (From Homepage, use box in upper-right hand corner, for Login page, use the fields in the middle of the screen).

- Username will be the EMAIL ADDRESS you have on file with the Management Company.
- Default password will be _____
- Click the Submit or Login button

After logging into the Tenant Portal you will be taken to the Main Tenant page where you can view your account, make a payment or request work.

In order for work order requests to be done by tenants on the web, the following setting must be checked under Tenant Coordinator/Web Genie.



Under System Settings/Company Information you can designate an email address for your maintenance person so that when a tenant completes a work order request it is not only emailed to the PM but also to the maintenance person. *NOTE: This feature is automatically enabled when the Advanced Web Editor is used. If you are using the Standard Web Genie you must contact Property Genie to have this enabled.

Owner

Owners: How to Login and view statements.

When logging into your company's Property Genie powered website you have the option to enter your login credentials from the site's homepage, or the direct owner login page.

Go to Homepage: [http:// magicalmanagement.property-genie.com.property-genie.com/](http://magicalmanagement.property-genie.com.property-genie.com/)

Go to Direct Owner Login: [http:// magicalmanagement.property-genie.com.property-genie.com/ownerportallogin.aspx](http://magicalmanagement.property-genie.com.property-genie.com/ownerportallogin.aspx)

Homepage

Direct Owner Login

Current Owners & Tenants Login
 Username
 Password

- LIST YOUR PROPERTIES HERE
- AVAILABLE FOR SALE / RENT
- APPLY HERE NOW
- ABOUT US
- CONTACT US
- DOCUMENTS

Welcome to our company

Here at Magical Management, we rely on the most powerful property management software available:



Property Search

City
Max. Rent

Laundry Facilities
Fencing

Special Features

Bedrooms
Bathrooms

Featured Property

4222 Stonewall Dr.
 Rent: \$1,195.00

Beautiful home with pool and two car garage [more >>](#)

Property Management University

Check out our available properties, and move into that coveted school district. Don't wait, our homes move quickly!

We Use Zillow!

Announcing our partnership with Zillow! The most used real estate website in the industry has asked to advertise our properties! At no charge to you! With Zillow's mobile app, tenants can find your rental property on the go!

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OWNER PORTAL


Online Owner's Statements

Login in to view a history of your owner's statements for all your properties. Your login is your email address on file with PropertyGenie, and your default password is the last 4 digits of your social security number. If you cannot login, call and verify we have your email address on file.

Login:
Password:

[forgot password](#)

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Logging In

Enter The Login Credentials provided by your management company (From Homepage, use box in upper-right hand corner, for Login page, use the fields in the middle of the screen).

- a. Username will be the EMAIL ADDRESS you have on file with the Management Company.
- b. Default password will be _____
- c. Click the Submit or Login button

Get Statements

After logging into the Owner Portal you will be taken to the **View Your Statements** page.

- a. First step, use the **Select Property Address** dropdown list to SELECT the property you wish to get the statements for.

- b. Second step, use the **Select Statement** dropdown list to SELECT which period statement you want to download.
- c. Third Step, CLICK the **Get Statements** button (this will download the PDF of the statement period selected) ***You MUST HAVE a PDF Reader installed to view your statements. Depending on your PDF reader, the statement may open directly in the browser, or else it will prompt you to Run or Save the file***

The image displays two side-by-side screenshots of the Property Genie Owner Portal. Both screenshots show the 'View Your Statements' page. The left screenshot has a red box around the 'Get Statement' button, while the right screenshot has a red box around the 'Documents' button. Both screenshots show the property address as 1521 Chestnut Ave and the statement date range as 04/10/11 to 07/09/11. The right screenshot also shows a dropdown menu for 'Select Statement' with options for different date ranges.

Get Documents

After logging into the Owner Portal you will be taken to the **View Your Statements** page. To view/download any documents that your Property Manager has uploaded you will need to CLICK the **Documents** button in the bottom-middle of the page.

Property Genie allows users to categorize documents in two ways, **Owner Documents** and **Property Documents**.

1. In the **View Your Documents** screen you must first SELECT the category you wish to download a document for.

Any documents related to your management agreement, or directed directly to the owner will be found in the OWNER DOCUMENTS category. Lease documents, work orders, receipts, and property reviews/inspections will be found in the PROPERTY DOCUMENTS category

OWNER PORTAL

View Your Documents

Your Property:
1521 Chestnut Ave,
Winter Park, FL - US , 32789

Property Manager:
Anthony Hopkins
anthony@property-genie.com
(123) 123-4567

[Change Password](#)
[Log Out](#)

Select a property and document to view.

Select Property Address: Owner Documents

Select Statement: Owner Documents
1521 Chestnut Ave
2455 Passamonte Dr # 2455

[Get File](#)

Statements

- Once you selected the category you **SELECT STATEMENT** dropdown list to find the file you wish to download.
 - After selecting the file from the list, CLICK the **GET FILE** button to download the selected file.
- have appropriate will use the

OWNER PORTAL

View Your Documents

Your Property:
2455 Passamonte Dr # 2455 ,
Winter Park, FL - US , 32807

Property Manager:
Anthony Hopkins
anthony@property-genie.com
(123) 123-4567

[Change Password](#)
[Log Out](#)

Select a document...

Select Property Address: 2455 Passamonte Dr # 2455

Select Statement: 2011-10-18_PropertyWorkOrder_Tuesday, O
2011-10-18_PropertyWorkOrder_Tuesday, October 18, 2011_63034.doc
2011-10-18_Tenants Lease.docx

[Get File](#)

Statements

OWNER PORTAL

View Your Documents

Your Property:
1521 Chestnut Ave,
Winter Park, FL - US , 32789

Property Manager:
Anthony Hopkins
anthony@property-genie.com
(123) 123-4567

[Change Password](#)
[Log Out](#)

Select a property and document to view.

Select Property Address: Owner Documents

Select Statement: 2011-10-18_Automatic Deposit Agreement.doc
2011-10-18_Owner Welcome Letter.doc
2011-10-18_Owner's Management Agreement.docx

[Get File](#)

Statements

Troubleshooting

Security Deposits

Trouble Shooting S/D Release

Sometimes when trying to release a security deposit, you will accidentally release as a \$0 dollar amount (instead of entering the amount to release). So the deposit amount on the bottom of the screen will still show the full amount, yet you can no longer rerelease the deposit. To fix this problem, go to the deposits tab for the lease then double click on the \$0 dollar release debit. This will bring up the charge details and you can just click delete charge. After deleting the charge, you can then go back to the s/d tab and release the funds accordingly.

How To Process Renewal Reminders/Management Agreements

Go to Accounting/Renewal Reminders

This date is based on the date for renewal reminders as indicated under System Settings/System Defaults and is triggered by lease execution.

Property Genie for Magical Management Co - [Monthly Charges]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Exit

Process: ☒ Rents and Recurring Charges 9/1/2014
☐ No Rent Management Fee 9/12/2014
☐ Late Fee 9/12/2014
☐ Recurring Charges Only 9/12/2014

Monthly Charges

Property	Lease	Tenants	Rent	Select
123 Main St - Sanford FL - US 32771	John Smith	John Smith	\$1,500.00	☐
1258 San Carlos Ave - Sanford FL - US 32771	Lauren Sanders	Lauren Sanders	\$1,250.00	☐
1416 S. Lavender St. Deltona FL - US 32725	Howard Miller	Howard Miller	\$1,000.00	☐
1416 S. Lavender St. Deltona FL - US 32725	Ryan Piedro	Ryan Piedro	\$1,500.00	☐
151 Bradshaw Highway - Longwood FL - US 32750	Mario Pinto	Mario Pinto	\$900.00	☐
211 Longview Lane - Orlando FL - US 32845	Marley Hayes	Marley Hayes	\$1,200.00	☐
3223 Crofton Lane - Orlando FL - US 32812	Ramona Valleze	Ramona Valleze	\$1,000.00	☐
43 Desperado Blvd - Orlando FL - US 32851	Norman Brown	Norman Brown	\$950.00	☐
43 Desperado Blvd - Orlando FL - US 32851	Norman Brown	Norman Brown	\$950.00	☐
555 Rivertown Blvd Unit 1 - Orlando FL - US 32221	Jeremy Davis	Jeremy Davis	\$1,500.00	☐
555 Rivertown Blvd Unit 1 - Orlando FL - US 32221	Jeremy Davis	Jeremy Davis	\$1,500.00	☐
555 Rivertown Blvd Unit 2 - Orlando FL - US 32221	Jane Smithfield	Jane Smithfield	\$1,200.00	☐
589 Cutler Ave - Sanford FL - US 32771	Melanie Smith	Melanie Smith	\$1,000.00	☐
8417 Bell Street - Orlando FL - US 32814	Francis Grover	Francis Grover	\$1,600.00	☐
8418 Bell Street - Longwood FL - US 32750	Martha Schmidt	Martha Schmidt	\$875.00	☐
902 First Street Apt. 1 - Orlando FL - US 32805	Michelle Johnson	Michelle Johnson	\$700.00	☐
902 First Street Apt. 1 - Orlando FL - US 32805	Lauren Sanders	Lauren Sanders	\$1,250.00	☐
902 First Street Apt. 1 #201 Orlando FL - US 32805	Cindy Green	Cindy Green	\$700.00	☐

Next Page > ☐ Print Renewal Reminder ☐ Print ReNew Lease Information

Management Agreements are based on the date as indicated in the Owner tab of the Property.

Property Genie for Magical Management Co - [Properties]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Select a property: 123 Main St Property ID: 15

Street Address: 123 Main St Unit/Suite: City: Sanford State: FL - US Zip: 32771 Search Code: 561 Managed Since: 6/ 1/2012

Owner:

Property Information | Reviews | Tenants | Owners | Documents | Lease | Work Orders | Amenities | Warranty | Utilities | Marketing | Security Deposit

Management Agreement Expiration 2/25/2014

Management Fee \$100.00 flat fee

Leasing Fee 100% Leasing Fee

Renewal Fee 50% Leasing Fee

First Name	Last Name	Home Phone	Emergency Ph	Email Address	% of Ownership	Disbursement %	Rating
Bill	Diaz	407-555-8787		bill@diaz.com	100.00	100.00	
John	Newlin				0.00	0.00	

Accounting Journal | Unpaid Invoices | Recurring Payments | Recurring Checks | Owner Statements | Deleted Transactions

Date	Posted By	Type	Debit	Credit	Reference
7/1/2014	Tech Support	Cashiers Check	\$0.00	\$1,000.00	Rent Payment: July, 2014 - Cashiers Check
7/1/2014	Tech Support	Credit Card Fee	\$50.00	\$0.00	credit card fee
7/23/2014	Tech Support	Sent to Owner	\$1,300.01	\$0.00	Payment to Owner
7/23/2014	Tech Support	Cash	\$0.00	\$500.00	Rent Payment: July, 2014 - Cash
7/24/2014	Tech Support	Sent to Owner	\$50.00	\$0.00	Payment to Owner
7/24/2014	Tech Support	ACH	\$0.00	\$100.00	Work Order Reimb: Security Deposit Credit
7/24/2014	Tech Support	Security Deposit Credit	\$0.00	\$100.00	Owner Reimb: DAMAGE TEST CHARGE
7/24/2014	Tech Support	Damage Repair	\$100.00	\$0.00	TEST
8/18/2014	Tech Support	Management Fee	\$100.00	\$0.00	Management Fee
8/19/2014	Tech Support	Security Deposit Credit	\$0.00	\$1,000.00	Rent Payment: August, 2014 - Security D...

Current Bal. \$900.00

Unpaid Inv \$0.00

Amt On Hold \$0.00

W/O Estimate \$0.00

Recur. Pmts. \$0.00

Available Funds \$900.00

Charges | Payments | Property Sale | Record NSF | Money Transfer | Edit Record

Property Genie for Magical Management Co - [Renewal Reminder Notice List]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Leases | Management Agreements

Select Property Manager: All Auto Renew: All

Lease Description	Property	Tenant	Lease End Date	AutoRenew	Select
Lauren Sanders	1258 San Carlos Ave	Lauren Sanders	12/31/2014 2:15...	☐	☐
Mario Pinto	151 Bradshaw Highway	Mario Pinto	12/31/2014 11:3...	☐	☐
Ramona Valleze	3223 Crofton Lane	Ramona Valleze	12/9/2014 2:22...	☐	☐

Monthly Charges | Payments | Other Charges | Metered Charges | Renewal | Late Pay Notice | Owners | Properties | Recurring Payments | Pay Invoices | Statements | Pay Owner | Vendors | QuickBooks®

Next Page >

How to Re-Process ACH Payment to Owner

If an Owner ACH payment must be re-done because it was rejected by your financial institution due to any of the following:

Incorrect account number or routing number

Incorrect designation of account type (checking or savings)

You will need to first correct the problem in the Owner's Accounting Settings.

The screenshot displays the 'Property Genie' software interface for 'Magical Management Co. - [Owner Details]'. The top navigation bar includes links for Tenant Coordinator, Property Manager, Owner Coordinator, Accounting, System Settings, Reminders, and Help. Below this, a row of icons represents different roles: Tenant Coordinator, Property Manager, Owner Coordinator, Accounting (highlighted), System Settings, Reminders, and Exit. The main content area is titled 'Owner Information' and features a sidebar on the left with 'Owner' and 'Properties' tabs. The 'Owner' tab is active, showing a list of owners with 'Franklin, John' selected. The 'Accounting Settings' tab is also active, displaying various fields for account information. The 'ACH Information' section includes checkboxes for 'ACH', 'Account #', 'Routing #', 'Account Type' (set to 'Checking'), and 'Name on the Account' (John Franklin). The 'Distribution Address Information' section includes fields for 'Name', 'Street Address', and 'Account/Memo'. The '1099 Information' section includes fields for 'Name', 'Mailing Address Line 1', 'City / Mailing Address Line 2', 'Foreign Address?', 'State' (set to 'FL'), and 'Zipcode'. The 'Payment Information' section includes checkboxes for 'Create Bills not Checks', 'Automatically transfer money between properties to pay bills', and 'Do Not Pay Owner'. The 'Reserve Amount' is set to '\$0.00' and 'Only Pay if over' is set to '\$50.00'. At the bottom right, there are 'Cancel Changes' and 'SAVE Record' buttons.

Once that is done, you will go to the Owner's Accounting Journal and delete the previous ACH Payment to Owner entry.

Next you will go to Accounting/Pay Owner.

Select ACH at the top and select the Owner you wish to pay and click Pay Owner.

This will create a new ACH file for you to upload to your financial institution.

Property Genie for Magical Management Co - [Pay Owner]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Tech Support - On: Sep 4 2014 4:16PM View Payment Details

Owner Bell, Alex Property 123 Main St All Active Owners Owner Posted Bal. Greater than \$0

ACH Checks Select All

Owner	Property	Current Bal	Unpaid Chrg	Am't On Hld	W/O Est.	Rec. Chrg	Avail Bal	Check Amount	Select
Crofton, Susan	3223 Crofton Lane	\$73.00	\$0.00	\$0.00	\$100.00	\$0.00	(\$27.00)	\$0.00	
Crofton, Susan	999 Southlake Park Dr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Monthly Charges

Payments

Other Charges

Metered Charges

Renewal Reminder-120

Late Pay Notice

Owners

Properties

Recurring Payments

Pay Invoices

Statements

Pay Owner

Vendors

QuickBooks®

Next Page >

Pay Date 09/12/2014 12:19:36 F Pay Owner

If the first Payment to Owner was transferred to QuickBooks, you will need to mark this new one as “Transferred” so that you don’t have a duplicate transaction in QuickBooks.

Property Genie for Magical Management Co - [QuickBooks Transfer Details]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

View Transfer Details Summary Transfer Launch QuickBooks®

Tech Support - On: Sep 5 2014 12:18PM

Get Updates from QuickBooks Filter By None Select All

Show from: 9/12/2014 to: 9/12/2014

Person	Date	Type	Property	Charge	Reference	Amount	Select
Diaz, Bill	1/2/1900	Owner	123 Main St	Damage Repair	move out repair	\$100.00	
Diaz, Bill	1/2/1900	Owner	1446 Lavender St	Damage Repair	REPAIR ON MOVE ...	\$150.00	
Diaz, Bill	7/24/2014	Owner	123 Main St	Damage Repair	TEST	\$100.00	
Sotomayor, Anna	3/1/2014	Owner	1425 Francis Ave	Sent to Owner	Payment to Owner	\$500.00	☒
Bell, Alex	3/5/2014	Owner	3223 Crofton Lane	Sent to Owner	Payment to Owner	\$390.00	☒
McKay,	6/24/2014	Owner	1258 San Carlos Ave	Sent to Owner	Payment to Owner	\$4,016.00	
Diaz, Bill	7/23/2014	Owner	123 Main St	Sent to Owner	Payment to Owner	\$1,300.01	
Diaz, Bill	7/23/2014	Owner	1446 Lavender St	Sent to Owner	Payment to Owner	\$1,299.99	
Diaz, Bill	7/24/2014	Owner	123 Main St	Sent to Owner	Payment to Owner	\$50.00	
Diaz, Bill	7/24/2014	Owner	1446 Lavender St	Sent to Owner	Payment to Owner	\$2,975.01	
McKay,	7/30/2014	Owner	1258 San Carlos Ave	Sent to Owner	Payment to Owner	\$201.00	
McKay,	8/27/2014	Owner	1258 San Carlos Ave	Sent to Owner	Payment to Owner	\$309.00	
McKay,	8/27/2014	Owner	1258 San Carlos Ave	Sent to Owner	Payment to Owner	\$900.50	
Diaz, Bill	6/26/2014	Owner	1446 Lavender St	Tax	tax	\$450.00	
Herry Jones	7/11/2012	Lease	1425 Francis Ave	Water Bill	Water Bill	\$40.00	
Cindy Green	7/11/2012	Lease	902 First Street Apt. 1	Water Bill	Water Bill	\$80.00	
Herry Jones	7/13/2012	Lease	1425 Francis Ave	Additional Rent	Additional Rent	\$25.00	

Mark as Transferred

Transfer Transactions

Next Page >

How to Use Reminders and the Calendar in Property Genie

Reminders are triggered based on information set up in System Settings/System Defaults.

From there the system uses these dates to determine when to create a reminder upon lease execution, lease move-out or unpaid rent.

The reminders can be viewed by User and only completed reminders or non-completed.

Property Genie for Magical Management Co - [Company Settings]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Company Settings

Lock Database

Company Settings Users Documents Vendors Vendor Type Adverse Actions Property Features Review Checklist Management Fees Leasing Fees Late Fee Charges Floor Plan Property Type

Next Page >

Company Info System Defaults Accounting Short Term Background Checks Marketing Uploads Reminder Emails

Reminders

Inspection - Days before Move Out 10

Marketing - Days before Move Out 60

Lease Renewal Reminder 120

Unpaid Rent Reminder Minimum \$25.00

Security Deposit Settings

Days Allowed to Return Deposit 15

Days Allowed to Make a Claim 30

Available Properties Background Color

Yellow, if over 10 days from available date.

Red, if over 20 days from available date.

Electronic 1099 Filing

☒ File 1099s Electronically

TCC from IRS 07A04

4 Character Name Code

Contact Name

Contact Phone Number

Work Orders

☒ Require Owner Amount

Lease Attorney Information

Name Lease Attorney

Email LeaseAttorney@MyWeb.com

Eviction Attorney Information

Name Eviction Attorney

Email EvictionAttorney@MyWeb.cc

Taxable Charges

☒ Allow Taxable Charges

Vendor Florida Dept. of Revenue

Outlook Scanning

☒ Allow Outlook Scan

Tenant Application

Application Fee \$0.00

Convenience Fees

Paid By	Credit Card	Check
Tenant App CC		
All Other Charges		

Online Payment Processing

None

Convenience Charge

Payments Accepted

☐ e-Check

☐ MasterCard ☐ American Express

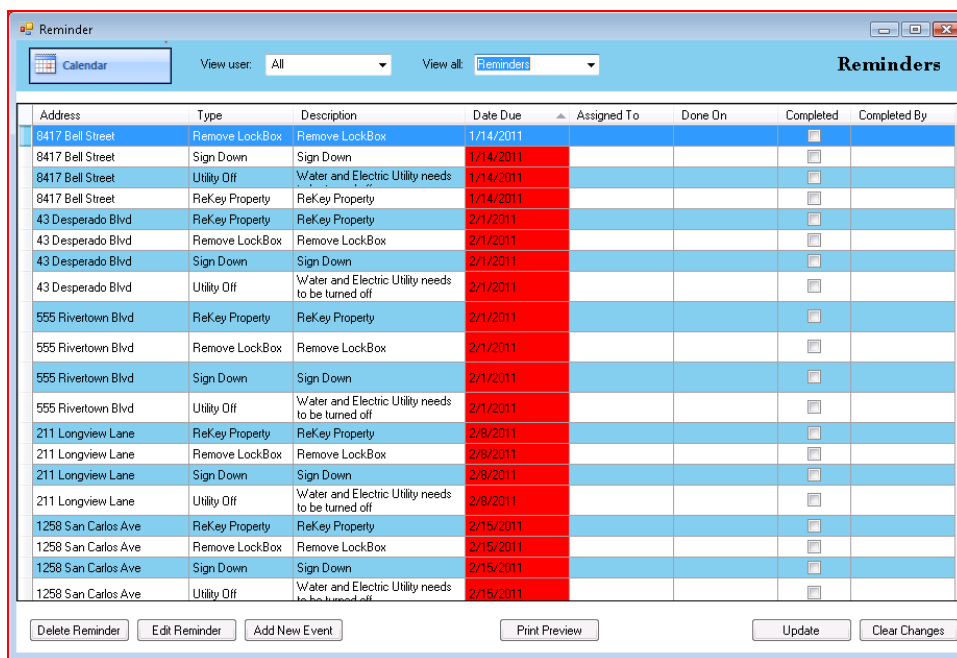
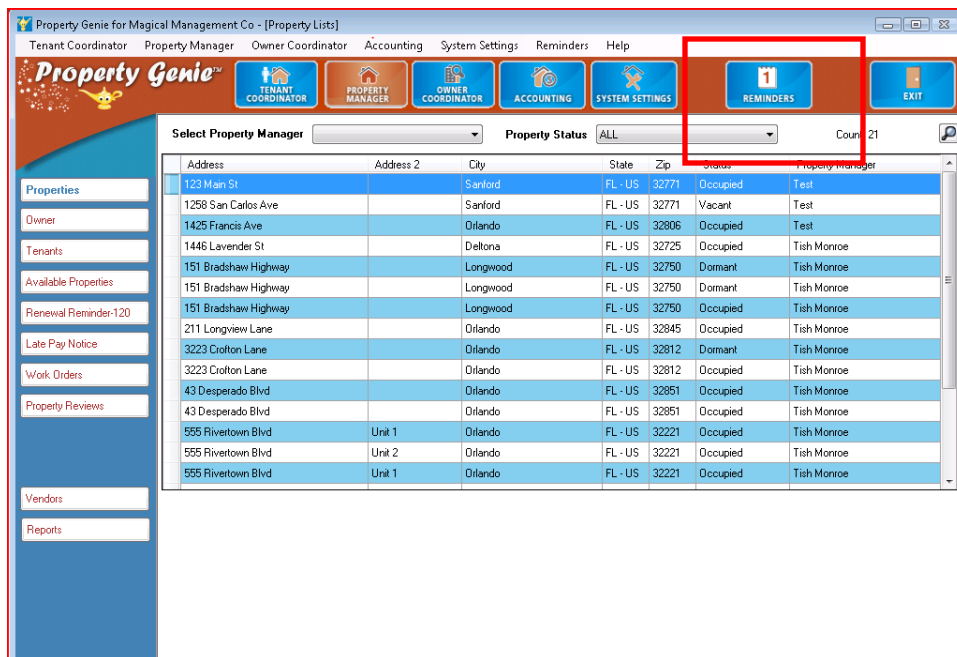
☐ Visa ☐ Discover

Accounting Email

Property Set Up Fees

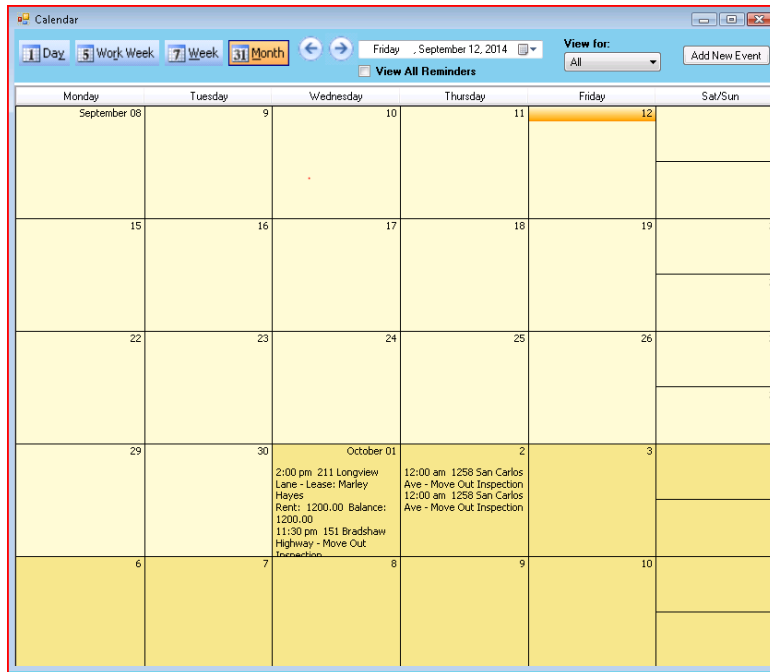
Properties	Fees
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00

Edit Record



The reminders can also be viewed in a Calendar display by clicking on the Calendar button.

While in the calendar view, you have the option to Add New Event. Only the events added through the calendar are able to be edited. All other reminders generated by Property Genie are not editable.



Notify Tenant of Rent Increase Upon Lease Renewal

Open the Lease Details and in the lower left check the Renew Automatically and put the increase in the box that is appropriate to the right.

From Property Manager/Tenant, you can click Merge Document and select the Lease Auto Renewal Notice document and choose the Tenant. This will insert the amount of the increased rent into the Word document for sending to the Tenant via email or by printing and mailing.

Lease Details

Lease ID 28

Lease Details

General | Tenants | Addl Fees | Move Out

*Lease Name: Lauren Sanders *Start Date: 1/1/2011 *End Date: 8/31/2014

*Rent: \$1,250.00 ☐ Daily Rent

Sec. Deposit: \$1,250.00 ☐ Charge Tax? ☐ Pets Approved

Prorate Rent: \$0.00

Prorate Period: 0 ☐ Terminate on Sale

Min. Term (Days): 12 Terminate on Sale Days: 0

Security Refund Days: 15 Keys Given: 0

Security Claim Days: 30 Remotes Given: 0

☒ No Personal Checks due to NSF Pool Keys Given: 0

Lease Status: Current MailBox Keys Given: 0

Scheduled Lease Signing: 02/01/2011 - 02:15 F

Late Fee Schedule: \$150 late fee ☐ Require Full Payment

Custom Late Notice: Browse

☒ Renew Automatically Increase Rent By: \$20.00 And/Or 0.000 %

☐ Convert to Monthly Increase Rent By: \$0 And/Or 0 %

☐ Print New Lease on Renewal

Cancel Save

Find

From The Tenant Coordinator, Property Manager and the Owner Coordinator buttons, you will find a magnifying glass button in the upper right section of the screen. This will allow you to search for either the tenant, property or owner using any part of the name or address.

Move Lease from one property to another

When you need to move a tenant from one property to another this can be done by going to the Lease tab while in the Property to move from and clicking on the lease and then Move Lease button. Keep in mind that the only transactions that will move from the accounting journal are security deposits. So if you have a deposit for the tenant it will go to the new property but any other charges or payments will not transfer.

Property Genie for Magical Management Co - [Properties]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Select a property: 123 Main St ☐ See All Property ID: 24

Street Address: 123 Main St Unit/Suite: City: Sanford County: State: FL - US Zip: 32771 Search Code: 561 Managed Since: 6/ 1/2012

Property Information | Reviews | Tenants | Owner | Documents | **Lease** | Work Orders | Amenities | Warranty | Utilities | Marketing | Security Deposit

Show: ☐ All Leases ☒ Current Lease(s)

Lease Name	Legal Names	Start Date	End Date	Rent	Status	AutoRenew
John Smith	John Smith	12/1/2013	12/31/2014	\$1,500.00	Current	☐

Accounting Journal | Deposits | Recurring Payments | Recurring Checks | Deleted Transactions |

Transaction Date	Posted By	Type	Debit	Credit	Reference
9/23/2014	Tech Support	Transfer		\$1,736.48	Transfer Beginning Balance

Unpaid Charges: \$0.00
Available Credit: \$1,736.48
Credit Balance: (\$1,736.48)

Charges: \$0.00

Property Genie for Magical Management Co - [Properties]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Select a property: 123 Main St ☐ See All Property ID: 24

Street Address: 123 Main St Unit/Suite: City: Sanford County: State: FL - US Zip: 32771 Search Code: 561 Managed Since: 6/ 1/2012

Property Information | Reviews | Tenants | Owner | Documents | **Lease** | Work Orders | Amenities | Warranty | Utilities | Marketing | Security Deposit

Show: ☐ All Leases ☒ Current Lease(s)

Lease Name	Legal Names	Start Date	End Date	Rent	Status	AutoRenew
John Smith	John Smith	12/1/2013	12/31/2014	\$1,500.00	Current	☐

Accounting Journal | Deposits | Recurring Payments | Recurring Checks | Deleted Transactions |

Transaction Date	Posted By	Type	Debit	Credit	Reference
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Unpaid Charges: \$0.00
Available Credit: \$1,736.48
Credit Balance: (\$1,736.48)

Charges: \$0.00

How to Modify Holds (Owner)

If an Owner sends you a payment and requests that you hold it on his account to pay any expenses that arise you can enter this as a payment on the accounting journal and put it on hold. The hold feature will only allow you to put the entire amount on hold (not a portion of it). This is different from the reserves in that you can release the hold from the accounting journal without having to edit the owners accounting setting.

To modify holds from the Owners Accounting Journal, click the modify holds button and select the item you wish to hold and check the Credit on Hold box and then Update.

Once the charges have been entered for the expenses you can click the Modify Holds button and release the hold in order to use this money to cover the charges.

Modify Holds

Release On-Hold Payments

Reference Rent Payment: March, 2014 - Check ▼

Method Check **Date** 3/31/2014

Total Amt. \$500.00 **Credit Amt.** \$500.00

Posted By Tech Support

Posted On 4/4/2014 ☒ **Credit on Hold**

Update Cancel

Notes

You have the ability to enter notes for tenants, owners and properties. The Owner and Property notes can be designated as Accounting Notes for charges and/or payments so that when you enter charges or payments on the owner or property the note will appear prior to entering the actual charges or payments. This can be useful when an owner requests that he make certain repairs rather than hiring a vendor.

Property Notes

Property Note

Date 10/1/2014 12:27:57 PM **User** Tech Support

Comment

☐ Accounting Warning - Charges
☐ Accounting Warning - Payments
☐ Show on Statement

Cancel Changes SAVE Record

Property Notes

Property Note

Date

10/1/2014 12:27:57 PM

User

Tech Support

Comment

☐ Accounting Warning - Charges
 ☐ Accounting Warning - Payments
 ☐ Show on Statement

Cancel Changes

SAVE Record

Property Sale from one Owner to another

From within the Property, select the Owner tab and at the bottom of the accounting journal you will see a Property Sale button. Select the button and enter a date for the sale and select the new owner. The date used here will determine the end date for the current owner and the start date for the new owner that will be used for 1099 calculations.

Property Genie for Magical Management Co - [Properties]

Tenant Coordinator

Property Manager

Owner Coordinator

Accounting

System Settings

Reminders

Help

Property Genie™

TENANT COORDINATOR

PROPERTY MANAGER

OWNER COORDINATOR

ACCOUNTING

SYSTEM SETTINGS

REMINDEES

EXIT

Select a property

1446 Lavender St

See All

Property ID 3

Street Address:

Unit/Suite:

City:

County:

State:

Zip:

Search Code

Managed Since:

1446 Lavender St

Deltona

FL - US

32725

12/12/2011

Edit

Property Information

Reviews

Tenants

Owner

Documents

Lease

Work Orders

Amenities

Warranty

Utilities

Marketing

Security Deposit

Management Agreement Expiration

Management Fee

Leasing Fee

Renewal Fee

15% Management Fee

100% Leasing Fee

100% Leasing Fee

First Name

Last Name

Property Sale

% of Ownership

Disbursement %

Rating

Bill

Diaz

100.00

100.00

Transfer On

New Owner

10/1/2014

Anderson, Joel

Sale

Cancel

Accounting Journal

Unpaid Invoices

Deleted Transactions

Preview Journal

Date

Posted By

Cl

6/4/2014

Tech Support

6/9/2014

Tech Support

Transfer

\$0.00

\$300.00

Transfer from: 123 Main St

6/23/2014

Tech Support

Transfer

\$0.00

\$112.00

Transfer from: 123 Main St

6/23/2014

Tech Support

Leasing Fee

\$1,000.00

\$0.00

Leasing Fee

6/23/2014

Tech Support

Transfer

\$0.00

\$338.00

Transfer from: 123 Main St

6/25/2014

Tech Support

Miscellaneous

\$100.00

\$0.00

Transfer to: 123 Main St

6/26/2014

Tech Support

Transfer

\$0.00

\$192.00

Transfer from: 123 Main St

6/26/2014

Tech Support

Tax

\$450.00

\$0.00

tax

7/23/2014

Tech Support

Sent to Owner

\$1,299.99

\$0.00

Payment to Owner

7/24/2014

Tech Support

Sent to Owner

\$2,975.01

\$0.00

Payment to Owner

Current Bal.

\$0.00

Unpaid Inv

\$0.00

Amt On Hold

\$0.00

W/O Estimate

\$100.00

Recur. Pmts.

\$0.00

Available Funds

(\$100.00)

Modify Holds

Charges

Payments

Property Sale

Record NSF

Money Transfer

Edit Record

Import Tenant Rent Payments

1. You'll just click the import payments button, then find the check reader output file.
2. That will process and load a screen with all of the routing and account numbers, as well as the total amount of the payments.
3. You'll have to look at all of the checks and match the routing numbers so you can tell whose check it is, then in the column on the right hand side of the screen select the PROPERTY, then LEASE.
4. Once that's all set, click the POST PAYMENTS button.
5. Property Genie will then record all of the payments AND AUTOMATICALLY apply the credits to the lease's outstanding invoices. (if there are no invoices it will post as an available credit).

If you process the same file again PG will import a duplicate copy so be careful (maybe move them to a "processed" folder).

PG will store the Account and Routing number so next month when you scan another check from them their PROPERTY and LEASE should be selected by default.

Available Properties

From within the Property under the Marketing tab, if you set the status as "Available to Show", you are able to monitor such properties by running reports located under Property Manager/Available Properties. You can select specific criteria as seen below.

Property Genie for Magical Management Co - [Property Lists]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Filter for: Select Area Select Property Manager Report

Avail-Date	Address	Beds	Baths	Status	LockBox	KeyBox	Pets Allowed
3/30/2014	1445 Lavender St	4	2	Occupied			None
5/15/2012	3223 Crofton Lane	2	2	Domant			None
	1425 Francis Ave	1	1	Occupied			None

Properties

Owner

Tenants

Available Properties

Renewal Reminder-120

Late Pay Notice

Work Orders

Property Reviews

Vendors

Reports

Property Reports

Report Criteria

Report Type

Properties To Show List

Criteria

☒ All

☐ All for a specific status

☐ All for specific dates

☐ Specific Date(s) and status

Between 10/ 1/2014 And 10/ 1/2014

Status

☒ Currently Available

☐ Future Available

Utility

☒ All

☐ Specific

Florida Gas

Order By

☒ Available Date

☐ Zip Code

☐ Property Address

Cancel Preview

Property Genie for Magical Management Co - [Property Lists]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Filter for: Select Area Select Property Manager All Report

Avail-Date	Address	Property Reports	Beds	Baths	Status	LockBox	KeyBox	Pets Allowed
9/30/2014	1446 Lavender St		4	2	Occupied			None
5/15/2012	3223 Crofton Lane		2	2	Dormant			None
	1425 Francis Ave		1	1	Occupied			None

Properties
Owner
Tenants
Available Properties
Renewal Reminder-120
Late Pay Notice
Work Orders
Property Reviews
Vendors
Reports

Report Criteria

Report Type: Sign Request List

Criteria:

- ☒ All
- ☐ All for a specific status
- ☐ All for specific dates
- ☐ Specific Date(s) and status

Between 10/ 1/2014 And 10/ 1/2014

Status:

- ☒ Sign Up Request
- ☐ Sign Down Req.
- ☐ Currently Up

Utility:

- ☒ All
- ☐ Specific
- Florida Gas

Order By:

- ☒ Available Date
- ☐ Zip Code
- ☐ Property Address

Cancel Preview

The Utilities On/Off Report is based on the information as entered while in the Property record, under the Utilities tab.

Property Genie for Magical Management Co - [Property Lists]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Filter for: Select Area Select Property Manager All Report

Avail-Date	Address	Property Reports	Beds	Baths	Status	LockBox	KeyBox	Pets Allowed
9/30/2014	1446 Lavender St		4	2	Occupied			None
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	1425 Francis Ave		1	1	Occupied			None

Properties
Owner
Tenants
Available Properties
Renewal Reminder-120
Late Pay Notice
Work Orders
Property Reviews
Vendors
Reports

Report Criteria

Report Type: Utility On/Off List

Criteria:

- ☒ All
- ☐ All for a specific status
- ☐ All for specific dates
- ☐ Specific Date(s) and status

Between 10/ 1/2014 And 10/ 1/2014

Status:

- ☒ Currently On
- ☐ Currently Off

Utility:

- ☒ All
- ☐ Specific
- Florida Gas

Order By:

- ☒ Available Date
- ☐ Zip Code
- ☐ Property Address

Cancel Preview

Security Deposits – Claims and Releases of Money

From the security deposit tab

Select the Correct lease

Click “Add Claims Letter” ***Even if you don’t need to do a claim letter at this time***

Once you have added the claims letter, to process it you will complete Steps 1, 2 and 3 in the lower section of the screen. Once all is complete, click Generate Letter and this will allow you to print the letter to mail to the tenant.

Once you are satisfied with the letter be sure that all charges have been entered on the Lease Accounting Journal and the Owner Accounting Journal. Items such as late fees, re-key and certified mailing fees will be entered on the Lease Accounting Journal because they should be set as Management Income in the System Settings/Charges table while other items such as cleaning and damage repairs will be entered on the Owner Accounting Journal and marked as paying a Vendor Invoice.

Once the Accounting Journals are correct, you will go back to the Security deposit tab and release the security deposit. This will put a credit on the Lease Accounting Journal. From there click on Payments and use the security deposit credit to pay the charges (late fees, re-key, certified mail, etc). Once you’ve done that, go back to the Security Deposit tab and the remainder of the credit will be available for you to transfer to owner to cover the charges you entered on the Owner Accounting Journal and to refund the tenant the excess. Once you refund the tenant, a credit will be seen on the Lease Accounting Journal and will also be sitting in the QuickBooks Transfer (Accounting/QuickBooks) screen for you to send to QuickBooks to print the check for the Tenant.

Whenever you make a claim against the deposit, you will always transfer the deposit to the owner to be used to pay for those damages. This is done so that the owner can see the disposition of the security deposit on his statement. You refund to the tenant ON LY if the tenant is getting a refund.