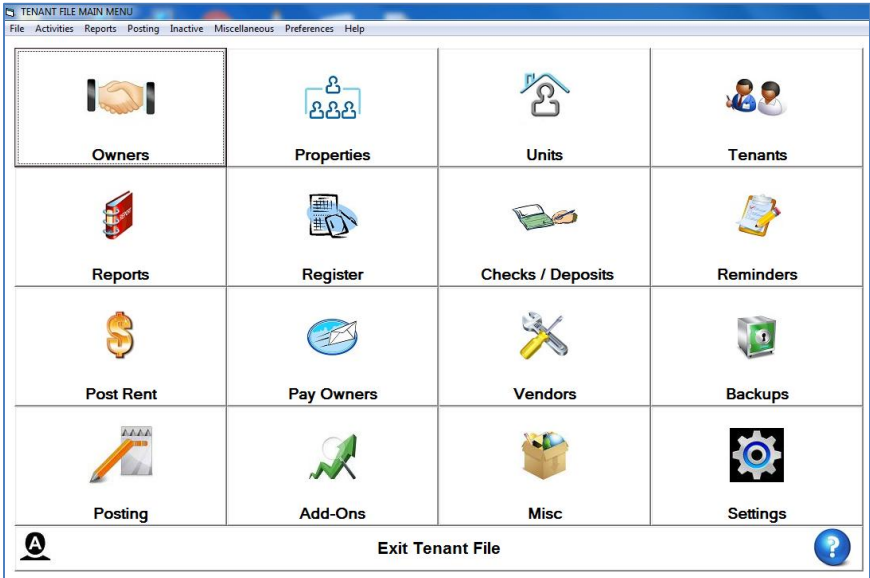




Updating to Tenant File Version 9

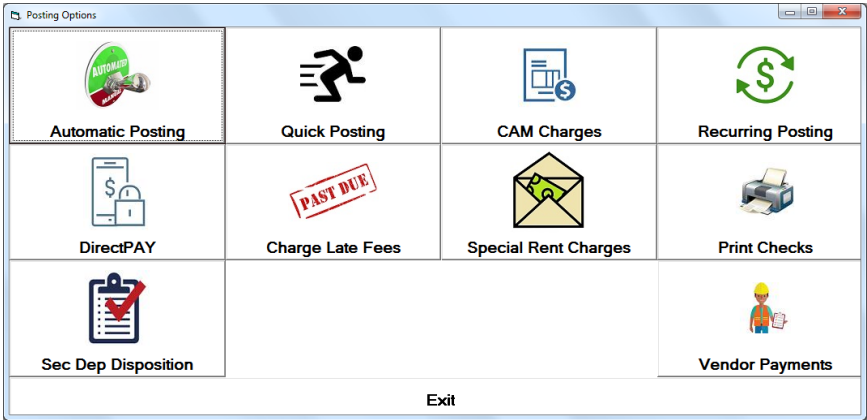
Improved Menu Systems

This is the new enlarged Tenant File Main Menu. All actions start from this screen. For simplicity sake, we have not removed the selections above the Menu; however, this new setup will be much easier to use.

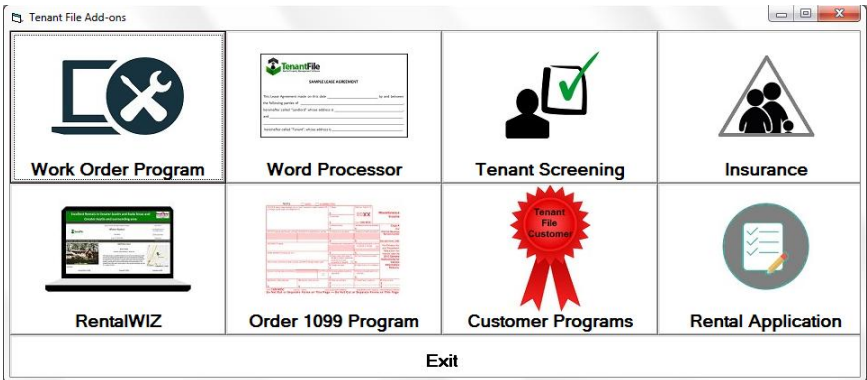


The buttons for the **OWNERS**, **PROPERTIES**, **UNITS** and **TENANTS** will allow you to access the different ledgers. The buttons for the **REPORTS**, **REGISTER**, **CHECKS/DEPOSITS**, **REMINDERS**, **POST RENT**, **PAY OWNERS**, **VENDORS** and **BACKUPS** will take you to the different areas of the program as indicated.

The new **POSTING** Menu is where you will be able to access most of the posting operations available throughout the program.

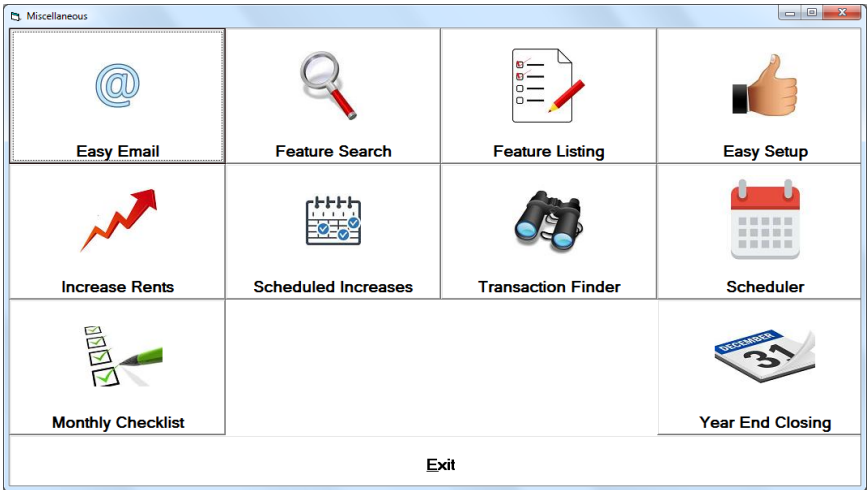


The button for **ADD-ONS** will allow you to access the different 'Options' that work in conjunction with the Tenant File.



If you currently have the additional programs, you can access them from this Menu. If you are interested in purchasing these 'Options'; such as the **WORK ORDER, WORD PROCESSOR, TENANT SCREENING**, etc., this Menu will take you to our website and provide additional information and purchasing options.

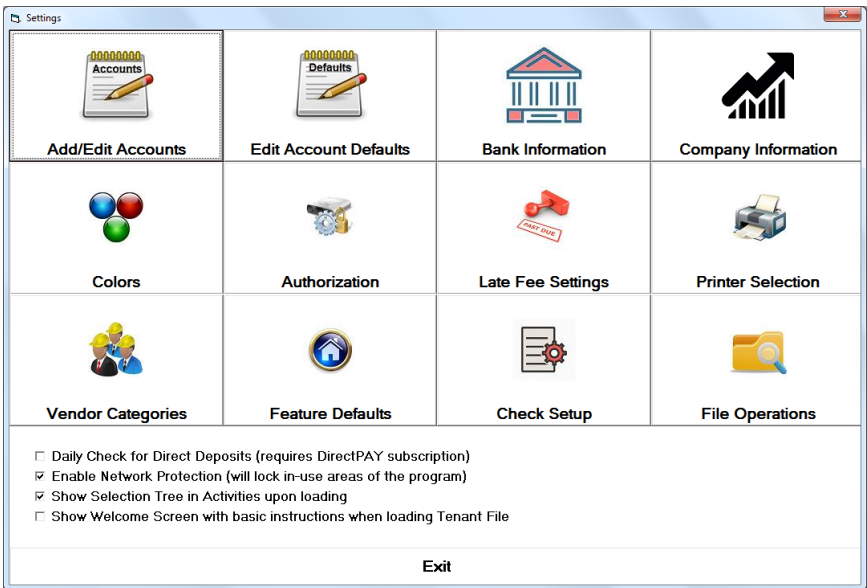
This is the **Miscellaneous** Menu.



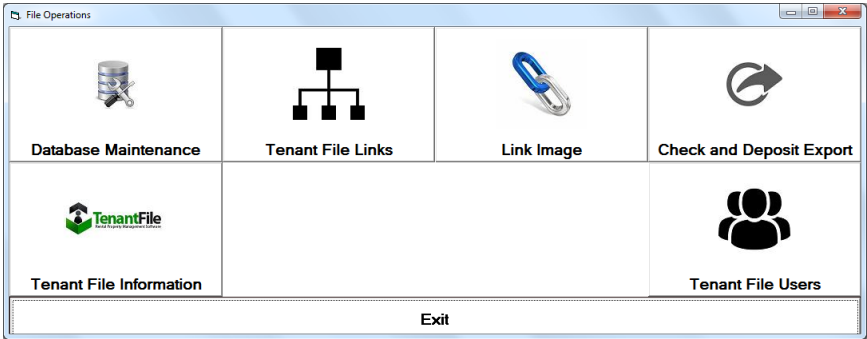
This Menu will allow you the ability to run various procedures including emailing your Owners, Tenants or Vendors, searching Features entered in your program, locating and deleting groups of transactions, rent increases, etc. These are procedures performed at different times

throughout the month (or year) and not particularly on a daily basis.


Common **SETTINGS** are set from this menu. This is an important section that you will need check or set up when purchasing the Update. You will have the ability to add new Income or Expense Accounts, set up additional bank accounts, set the program for automated Late Fee Charges, enter the required Authorization Code, etc.

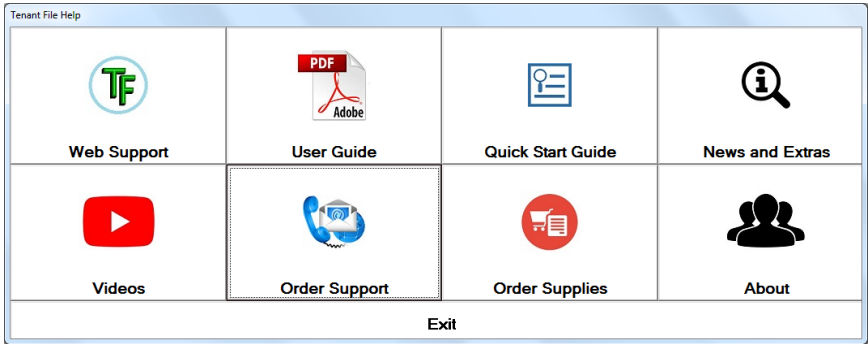


The final selection in the **SETTINGS** Menu called **FILE OPERATIONS** allow for various operations affecting files within your program.



These operations include running the Database Maintenance, linking images to your Units or Properties and allowing the creation of a 'Check Export'. A new feature includes a button for 'Tenant File Information'. This section will show your Phone Support ID (if phone support is available) along with information on your program. Another feature is the option to set up Users for your installed software.

If at any time while using the Tenant File, you need additional assistance, you can find **HELP** by clicking into this Menu... 



From the **HELP** Menu, you can access your free Web Support which is available through our website. The complete User’s Guide (in ‘.pdf’ format) and Quick Start Guide are available for viewing. You will also be able to click from this Menu to order a Phone Support Session, order Checks and view Videos.

NEW!!

Fonts throughout the program are **Larger**

We have made the Tenant File more friendly for Windows tablets, mobile devices, and for those that just like larger fonts. Every screen in the program has been enlarged for easy access.

Print from Ledger

Report Type

- Statement (may include related Properties, Units, Tenants)
- Ledger (for specific ledger displayed on screen only)
- Print Notes Show Transactions
- Tenant Payment Receipt

Owner

Property

Unit

Tenant

Starting Date: 1/1/2018

Ending Date: 9/6/2018

Start Printing **Cancel**

NEW!!!

Access Passwords to Tenant File

Some customers have requested the ability to prohibit access to some users. So now, there is an optional log in to the Tenant File that the administrator can set up.

Log In Administrator

Please log in

User Name (no spaces - 10 characters max):

User Password (no spaces 10 characters max):

Log in NOW

Exit

Forgot Admin? Administrator

NEW!!!

'Paid By' Added to Transactions

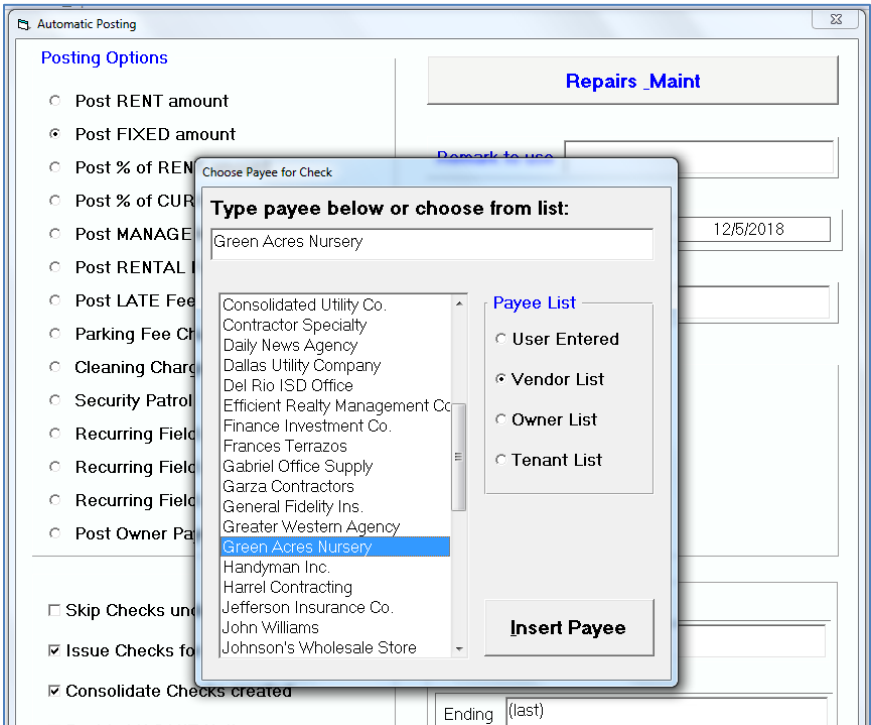
We had added a new column to the ledger screen, Post Rent screens, check reports and other screens that will allow you to indicate whether a payment was made by check, cash, ACH, credit card or other methods. This information will be utilized when printing deposits. Printable Deposit Slips are available for purchase by clicking into HELP > Order Supplies.

Tenant Ledger Current Balance: \$25.00 (Starting Balance: \$0.00)									
Date	Account	Remark	Amount	Check/Dep	Paid By	Post To			
3/1/2018	Rent Charged	Rent Charged to Tenant	(\$1,400.00)			Tenant			
3/5/2018	Rent Received	Rent Payment from Tenant	\$1,400.00	180305	Cash	Both (T/U)			
3/14/2018	Parking Fee Charge		(\$25.00)	1150		Tenant			
3/15/2018	Parking Fee Rcvd		\$50.00	80305	Cash	Both (T/U)			
4/1/2018	Rent Charged	Rent Charged to Tenant	(\$1,400.00)			Tenant			
4/5/2018	Rent Received	Rent Payment from Tenant	\$1,400.00	180405	Check	Both (T/U)			
4/14/2018	Parking Fee Charge		(\$25.00)	1186		Tenant			
4/15/2018	Parking Fee Rcvd		\$25.00	180405	Check	Both (T/U)			
5/1/2018	Rent Charged	Rent Charged to Tenant	(\$1,400.00)			Tenant			

NEW!!!

Payee Selection for Automatic Posting

It is important that the 'Payee' for checks remains consistent, so that when searching for a payee, the program can find it easier. So, we have added a selection screen to the Automatic Posting section so that you can choose an existing payee when creating a check.



NEW!!! Custom P&L Reports

Now, there are custom reports so that you can quickly create a Profit and Loss report for your Company, Owners, Properties, Units, or Tenants.

Company Report - Includes ALL Accounts

Please choose the Accounts and Dates that you want to include in this Company Report, then click the 'Print Report' button.

Select all income Select all expenses

Income Accounts	Expense Accounts
CAM Charge Rcvd	Late Fee Charge
Forfeited Dep	Lawn Maintenance
HomeOwner Fee Rcvd	Legal Expenses
HUD Payment Received	Management Fee
Insur. Pmt Rcvd	Misc Owner Expense
Late Fee Rcvd	Misc Tenant Expense
Legal Fee Rcvd	Mortgage Pmt
Mgmt Fee Credit	Net Proceeds
Misc Income	New Appliance
Misc Owner Income	NSF Fee Charge
Misc Tenant Income	Office Expenses
Mtge Pmt Rcvd	Paid To Owner
Net Proceeds	Parking Fee Charge
NSF Check Fee Rcvd	Pet care
NSF Rent Rcvd	Plumbing Repairs
Parking Fee Rcvd	Property Taxes
Received from Owner	Rent Chargeback
Rent Received	Rent Charged
Repair Credit	Repairs & Maint
Sec Dep from Escrow	Security Dep Charge
Security Dep Rcvd	Security Dep Expense
	Security Dep Refund
	Security Patrol Fee
	Security Patrol Rcvd
	Tax Expense
	Tenant Eviction
	Transfer from Escrow
	Utility Fee

Continue to Print **Cancel**

New!!!

Owner Invoice

This Invoice is for:

- All Owners
- An owner and all properties and rental units
- A property and all units for the property
- A single rental unit only

Based on your selection above, make a choice: **Type any short message to include on the invoice**

Hold Ctrl to select multiple accounts. For a range, click a row then hold the 'Shift' key while clicking the last row in the range.

Account Name
▶ Advertising
Appliance Repairs
Carpet Cleaning
Credit Check Fee
Electrical Repairs
General Cleaning
HomeOwner Fee
Insurance Exp.
Landscaping Service
Lawn Maintenance
Legal Expenses
Management Fee
Misc Owner Expense
Mortgage Pmt
Net Proceeds
New Appliance
Office Expenses
Paid To Owner

The Owner Invoice allows you to take any posting (or multiple postings) in the ledgers and create an invoice for those transactions that can be sent to your Owners. This is actually a report, so it is accessed from the Reports screen.

The first thing to determine is what Owner, Property, or Rental Unit that you want to create the invoice for. Based on your decision, the program will search the ledgers for specific transactions that you will choose in the account selection grid.

For example, if you want to find all of the 'General Cleaning' postings for a property (including all rental units that are part of that property), you can choose 'A property and all units for the property', and the dropdown will allow you to choose a specific property from the list.

Next, you can type in a short message that will appear on the invoice. That might be something like 'All invoices are net 30 days' or 'Thank you for your business'.

Lastly, you will need to choose at least one account for the invoice. You have the ability to choose multiple accounts by holding down the control key (Ctrl) and using your mouse to click on the accounts that you want. Most often you will be choosing a single rental unit and a single account, such as a bill for a specific job.

When you have completed your choices on this screen, you can click the 'Save and Continue with Invoice' button, and your completed invoice will display on the next screen for printing or for export to another format.

Efficient Real Estate Company 2406 South Forest Boulevard Houston TX 78734-1123 627-3340 Office 627-3355 Fax sales@EfficientRealtors.com			12/05/2018 2:25:51PM
Owner Invoice			
			1/1/2018 to 12/31/2018
Redford Investments Ltd. Redford Investments Ltd. 1521 Easton Ave, Ste 203 Dallas TX 30433-3309			
Invoice Charges Detail: 01/01/2018 to 12/31/2018			
General Cleaning			
1/30/2018	Exterior Cleaning Charge	Unit	Handyman Hardware A (\$35.00)
1/30/2018	Exterior Cleaning Charge	Unit	Handyman Hardware B (\$35.00)
1/30/2018	Exterior Cleaning Charge	Unit	Handyman Hardware C (\$35.00)
3/15/2018	Exterior Cleaning Charge	Unit	Handyman Hardware A (\$35.00)
3/15/2018	Exterior Cleaning Charge	Unit	Handyman Hardware B (\$35.00)
3/15/2018	Exterior Cleaning Charge	Unit	Handyman Hardware C (\$35.00)
			General Cleaning (\$210.00)
Management Fee			
1/5/2018	Service Fee for Property Management	1053 Unit	Handyman Hardware A (\$532.50)
1/5/2018	Service Fee for Property Management	1053 Unit	Handyman Hardware C (\$375.00)
1/10/2018	Service Fee for Property Management	1102 Unit	Handyman Hardware B (\$540.00)
2/5/2018	Service Fee for Property Management	1135 Unit	Handyman Hardware B (\$540.00)
2/5/2018	Service Fee for Property Management	1135 Unit	Handyman Hardware A (\$532.50)
2/5/2018	Service Fee for Property Management	1135 Unit	Handyman Hardware C (\$375.00)
3/5/2018	Service Fee for Property Management	1145 Unit	Handyman Hardware B (\$540.00)
3/5/2018	Service Fee for Property Management	1145 Unit	Handyman Hardware A (\$532.50)
3/5/2018	Service Fee for Property Management	1145 Unit	Handyman Hardware C (\$375.00)
4/5/2018	Service Fee for Property Management	1185 Unit	Handyman Hardware B (\$540.00)
4/5/2018	Service Fee for Property Management	1185 Unit	Handyman Hardware A (\$532.50)
4/5/2018	Service Fee for Property Management	1185 Unit	Handyman Hardware C (\$375.00)
			Management Fee (\$5,790.00)
Invoice Total: (\$6,000.00)			
Invoice for January 2019			
Redford Investments Ltd.			

NEW!!!

Additional Reports added to Version 9

Reports are the end result of your hard work! They are how you rate your effectiveness or what you present to your owners as representative of your efforts. The Tenant File has more reporting abilities than any other Property Management Software program. Check out the new reports that we have added in Version 9:

Owner Operating Statement

Owner Checks (Entered)

Owner Checks (Printed)

Owner Custom P&L

Owner Invoice

Owner Transaction Analysis

Bank Deposits

Checks Printed by Owner

Company Custom P&L

Mail Labels, Prop/Tenant (3x10)

Mail Labels, Prop/Tenant (roll)

Property Custom P&L

Property Operating Statement

Property I/E Detail

Property Rent Roll

Property Statement (current)

Property Statement (date range)

Property Statement Detail

Property Trust Report

Tenant Custom P&L

Tenant Ledger Checks/Deposits

Unit Custom P&L

Unit Listing

Tenant Receivables

More new and improved features of the Tenant File:

- Increased image size for Unit and Property
- Added Date and Time to all reports
- Added 'copy' button to Tenant address
- Global 'copy' to individual late fee settings
- Easier Vendor setup with new screen
- Additional warnings for deleting items
- Added 'Pd By' to check reports
- Improved access to Inactive File from Menu
- Easier access to Help from Main Menu
- Added links for videos and other help

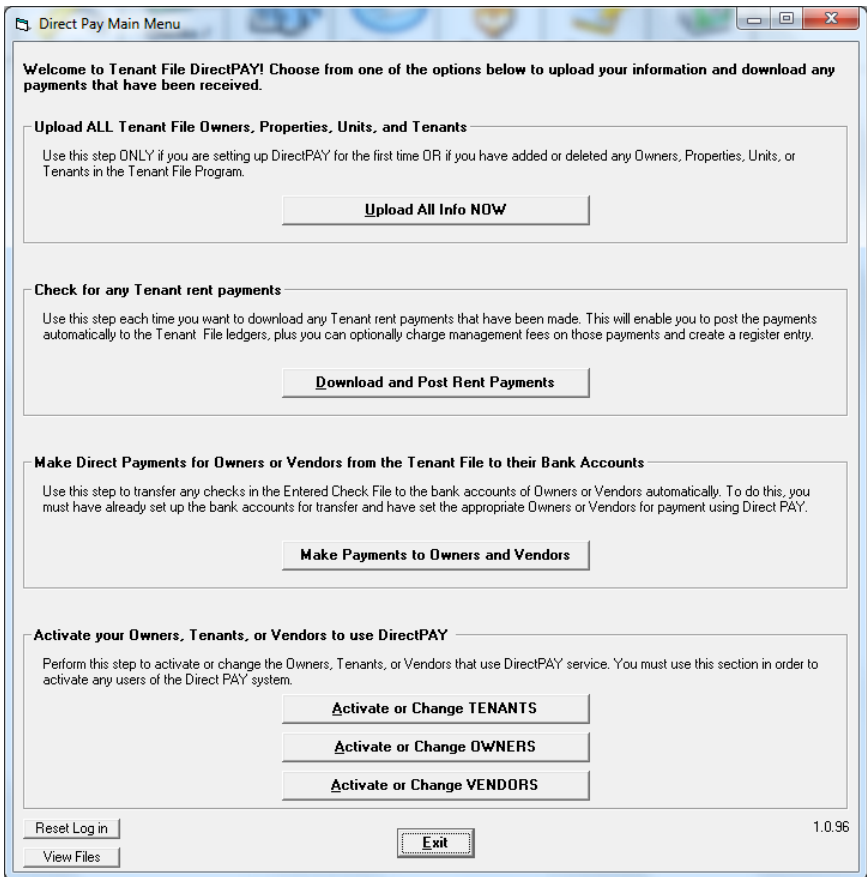
Plus, *hundreds* of other changes that customers have requested since the previous update.

Add-Ons that work with the Tenant File

DirectPAY option to accept online and recurring rents from Tenants - Fully integrated with the Tenant File ledgers. Through our partner, Revo Payment Services, your tenants will get set up to make their rent payments online or through recurring payments. You will receive the payments on their due date automatically into your bank account. The DirectPAY screen in the Tenant File will post those payments and even charge management fees automatically.

DirectPAY option to pay your Owners and Vendors by ACH transfer to their bank. You'll get set up through Revo Payments to transfer money into the bank accounts of your Vendors and Owners that you pay. Just create your checks normally through the Tenant File and process the ACH payments before printing. The Tenant File will automatically post the payments to your ledgers.

Here is the DirectPAY Main Screen



RentalWIZ option to upload vacancy information to the Internet, major rental sites such as Google Base, Oodle and Zillow, plus instant Craigslist ads and flyer creation. The information is already in the Tenant File – one click performs nearly all operations!

Tenant File RentalWIZ

This program will create a new web page for your vacancy listings. You can also upload the information to major listing services on the web by clicking the 'Syndicate Selections to the Web' button. Please review the features for the rentals that you are uploading and make sure your photos are uploaded already.

All Tenants								
Owner Last Name	Owner First	Property Name	Rental Unit Address or Apartment Number	Tenant First	Tenant Last	Move Out	Lease End	Payment
Jones	Mary	2093 Poplar Avenue	2093 Poplar Avenue	Randall	Fieldstone		5/1/2018	\$1,600.00
Kobella	Foster	Foster Weekly Rentals	Cabin 1	Barbara	Radicliff		8/5/2018	\$480.00
Kobella	Foster	Foster Weekly Rentals	Cabin 2	James	Deeders		4/14/2018	\$200.00
Kobella	Foster	Foster Weekly Rentals	Cabin 3	Jimmy	Walterson		8/5/2018	\$150.00
Porter	Dr John	Porter Investment Properties	1203 Cedar Trail Drive	Clay	Quispe		3/30/2018	\$18,200.00
Porter	Dr John	Porter Investment Properties	3403 Riverview Court	Randy	Richardson		12/1/2018	\$794.25
Porter	Dr John	Porter Willow Street Duplex	3307 Willow Street A	Gregory	Paul		7/1/2018	\$800.00
Porter	Dr John	Porter Willow Street Duplex	3307 Willow Street B	Sharon	Ganett		10/1/2018	\$750.00
Redford Investments Ltd		Northcross Shopping Center	Handyman Hardware A		Flowers To Go		12/30/2018	\$3,950.00
Redford Investments Ltd		Northcross Shopping Center	Handyman Hardware B		Wolfey		11/30/2018	\$3,600.00
Redford Investments Ltd		Northcross Shopping Center	Handyman Hardware C		Shaper Imager		5/1/2018	\$2,500.00
Synergy Properties LLC		WestWood Apartments	Apt 101	Jane	Foster		12/31/2018	\$875.00
Synergy Properties LLC		WestWood Apartments	Apt 102	Kirk	Kemper		12/31/2018	\$895.00
Synergy Properties LLC		WestWood Apartments	Apt 103	Shawn	Gabriel		12/31/2018	\$825.00
Synergy Properties LLC		WestWood Apartments	Apt 104	Larry	Michell		12/31/2018	\$875.00

Interior

Bedrooms: 3
Bathrooms: 2
Living Room: Large
Dining Room Adjans Kitchen
Dent. Television
Study: Computer Desk
Kitchen: Large
Flooring: Wood
Window Cover: Blinds
Game Room:
Type:
Key Deposit:
Walls:
Ceiling:
Doors:

Exterior

Garage:
Fencing:
Storage:
Yard:
Orientation:
Grass:
Roof:
Windows:
Parking:
Security:
Trees:
Yard Size:
Construction:
Sidewalks:
Streelights:

Appliances

Refrigerator:
Dven:
A/C:
Heating:
Washer:
Dryer:
Disposal:
Microwave:
Compactor:
Office Equip:
Furniture:
Television:
Stereo System:
Exercise Equip:
Water Heater:

General

Elementary:
Middle Schools:
High Schools:
Lot:
Block:
Legal:
Insur Company:
Insur Amount:
Insur Policy #:
Parking Fee:
Square Feet:
Nearby Malls:
Unused:
Unused:
Unused:

Display

Vacancies
 Move Out
 Expired
 All

Create Listing

Go To Listing Website

Syndicate Selections to the Web

Create Craigslist ad

Delete Listing

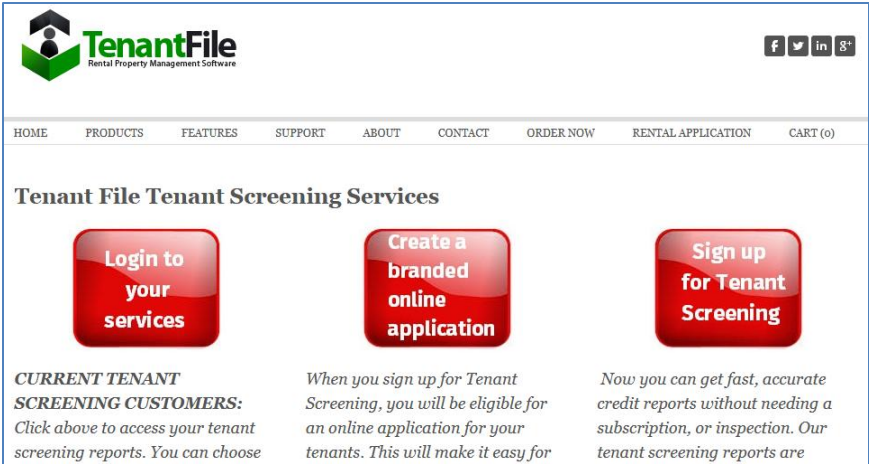
Edit Features

Exit

Description (from Tenant File Features):
Has one double and one single car garage. In Cedar Park Subdivision which has a community pool (membership 120/month) and recreation area with tennis courts, handball, and basketball courts.

Other fields:
Date Available: 10/16/2018 Property Type: Single Family Ad Description: Short descriptive location
Year Built: Status: for rent Repeat Title: Enter the ad title to use at the top of page

Tenant Screening - Get discounts on Tenant Screening through our credit reporting partnership. Run previous rental history, criminal background checks, and credit reports.



The screenshot shows the TenantFile website interface. At the top left is the TenantFile logo with the tagline "Rental Property Management Software". To the right are social media icons for Facebook, Twitter, LinkedIn, and Google+. Below the logo is a navigation menu with links: HOME, PRODUCTS, FEATURES, SUPPORT, ABOUT, CONTACT, ORDER NOW, RENTAL APPLICATION, and CART (0). The main heading is "Tenant File Tenant Screening Services". There are three red buttons: "Login to your services", "Create a branded online application", and "Sign up for Tenant Screening". Below each button is a short paragraph of text.

Tenant File Tenant Screening Services

Login to your services

CURRENT TENANT SCREENING CUSTOMERS:
Click above to access your tenant screening reports. You can choose

Create a branded online application

When you sign up for Tenant Screening, you will be eligible for an online application for your tenants. This will make it easy for

Sign up for Tenant Screening

Now you can get fast, accurate credit reports without needing a subscription, or inspection. Our tenant screening reports are

By using the Tenant File, you will save money on the credit reports and tenant screening that you run. We can even set you up to have an online application for your tenants, where they can pay for the reports online and you can set the price they pay, making it a revenue source for your company.

Additionally, you'll be able to run the screening reports directly from the Tenant File program. We provide software at no cost to save your applicant info and import it to the Tenant File.

Work Order Program - Keep detailed track of each Work Order, create checks in multiple bank accounts, and email Vendors instantly! Includes new enlarged screens and additional reports and is available for Tenant File Version 9 users.

Work Order Entry

Work Order # Check Status: None Check # 0 Sort ID

Status: Reported Ordered Completed

Reported: Ordered: Completed:

Post To: Location: Vendor: Account:

Entry Status: Job Description: Submitted By: Markup: Entry Notes: Remark: Assign To:

Vendor: Baker's Screen Shop
 Contact: Phone:
 Email:

Tenant: Bradley, Gary
 Secondary Contact: Phone:
 Email:

Materials

Quantity	Stock #	Description	Unit Price	Total
12	B320-S	Screens for 36" window	\$45.00	\$540.00
*				

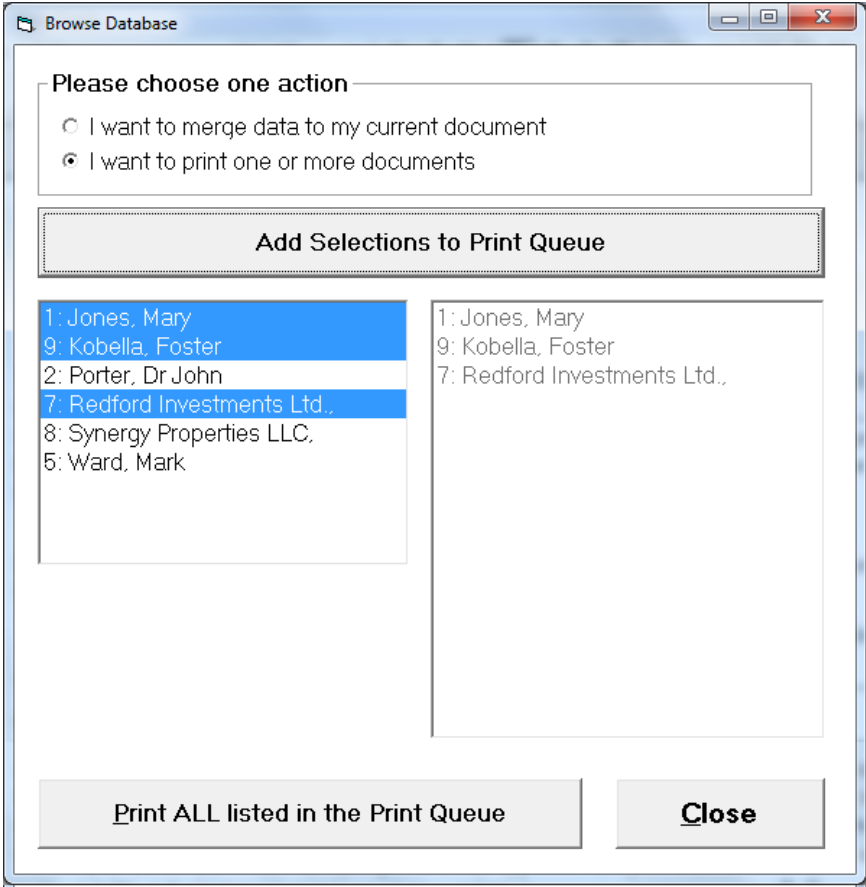
Charges

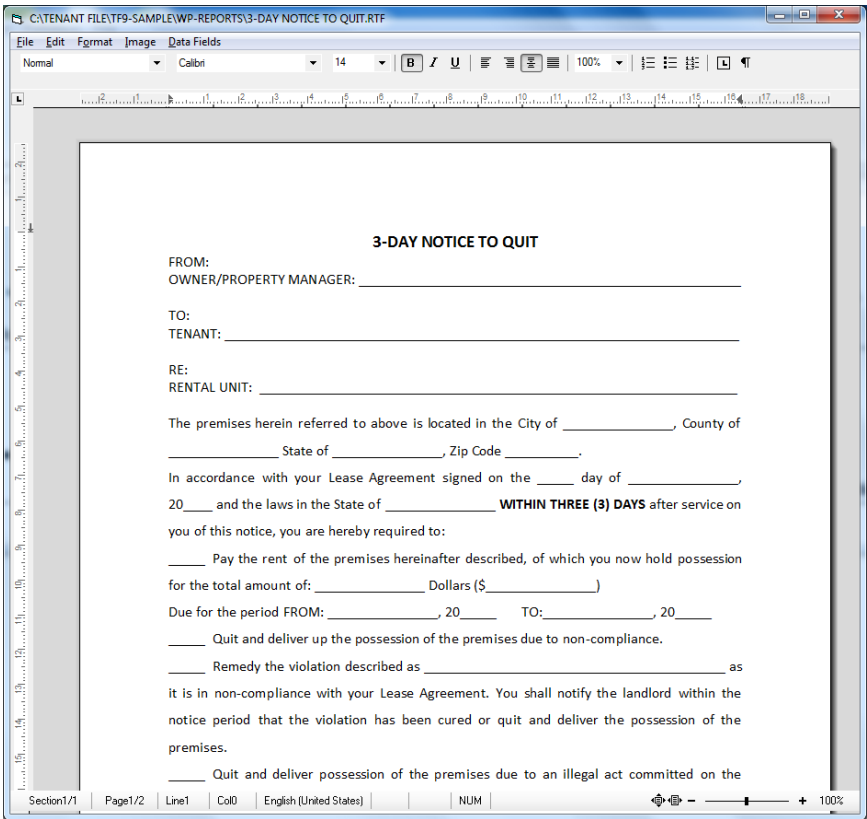
Labor: Materials:
 Tax %: Tax %: Total Charges:
 Total Labor: + Total Materials: =

Buttons: First, Previous, Next, Last, End, New, Delete, Copy, Add Vendor, Print, Email, Exit

The Work Order Program is a great integrated addition to the Tenant File. It uses your existing information, and allows you to markup costs and show materials and labor for each job.

Word Processor - Includes over 100 prewritten Property Management forms that can be customized or create and save your own letters. The program allows the ability to merge various data fields from your Tenant File information into your letters or forms. Easily print mass letters.





Once your document is created, you can choose to print those documents individually or in bulk.

The Word Processor is easy to use, and allows you to customize the documents you send.

Tenant File 1099 MISC Program

Quickly compile 1099 reporting required for your Owners or Contractors from your Tenant File program. Using the IRS pre-printed forms, the TF1099MISC program compiles and enters your info onto the 1099 MISC forms along with the supplemental 1096 form. Export your data to CSV to eFile through 3rd party vendors. Also prints reports for each Owner on the reported income.

Tenant File 1099 Misc Program - Copyright 2018 W G Software, Inc. (6.0.28)

For TAX YEAR: 2018

The Tenant File 1099 Misc Program will provide you with the information you need to report on income to Owners and payments you have made to Vendors (or Subcontractors). For Owner reporting, this program will search all UNIT transactions and summarize the information for your Owners as per the 'Print Options' selected. For Vendor reporting, the program will search all checks written to Vendors. For either, you must have a Tax ID number for any recipient you wish to include.

Report On
 Income to Owners
 Payments to Vendors

Sort By
 Name
 Tax ID Number

Report Type
 Report Listing
 1099 Misc Form

Location of Tenant File folder (ex: c:\tf4wint)
C:\Tenant File\TFSample\

Payer < >
Efficient Real Estate Company

Payer Tax ID
123-45-6789

Range to Print
Starting:
Ending:

Settings
Include Owner/Vendor Balances Over:
Report on Dates: to
Number of copies (including first page) :

Create Owners Export File

Owner Listing

Print Options
 Print 100% of income for Owner 1 regardless of PERCENTAGE entered
 Print percentage of income for OWNER 1 based on PERCENTAGE entered for OWNER 1
 Print percentage of income for OWNER 2 based on PERCENTAGE entered for OWNER 2

1096 Transmittal Form Setup

Please check the information below, and make any changes necessary. Be sure to test it on blank paper before printing the actual form, making sure everything is printing correctly.

Company Information

Company 1: Efficient Real Estate Company
 Company 2:
 Address 1: 2406 South Forest Boulevard
 Address 2:
 City ST Zip: Houston TX 78734-1123
 Contact:
 Phone: 627-3340 Office
 Fax: 627-3355 Fax
 Email:

Select Tax ID Type

Employer ID Number
 Social Security Number: 123-45-6789

Form Count Option

Let the program count the number of forms
 Set the number of forms as:

Check Box Option

Place a check mark on the 1099-MISC box
 Leave the 1099-MISC box BLANK (you must check it yourself)

Total Amount Reported

Let the program total the amount
 Set the total amount reported as:

Federal Income Tax Withheld

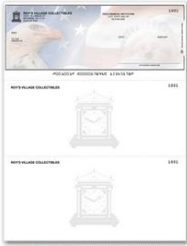
Leave this field blank
 Set amount withheld as:

Start Printing **Exit**

The 1099 MISC Program has an initial cost and an affordable yearly cost which will include all changes made by the IRS.

Order compatible checks and deposits - Order the supplies that you need for your business, all 100% compatible with the Tenant File software.

Tenant File compatible check styles:



Check on top: \$152/1000 + S&H



3 on a page: \$144-95/1000 + S&H



Quicken style: \$152/1000 + S&H

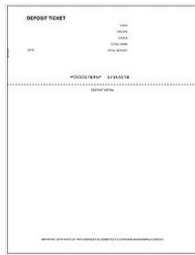


Check in middle: \$152/1000 + S&H

Tenant File also provides supplies:



Deposit booklet



Deposit ticket



Endorsement stamp



Name and address stamp

Envelopes compatible with checks:

Tenant File compatible envelopes:



Double window envelope

For specific questions on how to use the Tenant File, click into the HELP icon from the MAIN MENU and select USER GUIDE. The complete User Guide will display in a PDF format and will allow you to select SEARCH (from the top of the screen) and type in a word or phrase that you would like to search for (such as HOW TO). You can also print the entire '.pdf' file if you prefer a printed manual.

Phone training is available in thirty minute sessions. Click onto the HELP icon from the Main Menu and select ORDER SUPPORT or go to our SUPPORT page on our website at TenantFile.com for setup and pricing. During the session, you will talk with a qualified Tenant File expert to answer specific questions or receive step by step instructions. Whether you are new to the Tenant File or want to utilize it to the fullest, our training professionals will help.

Thank you for using the Tenant File!