

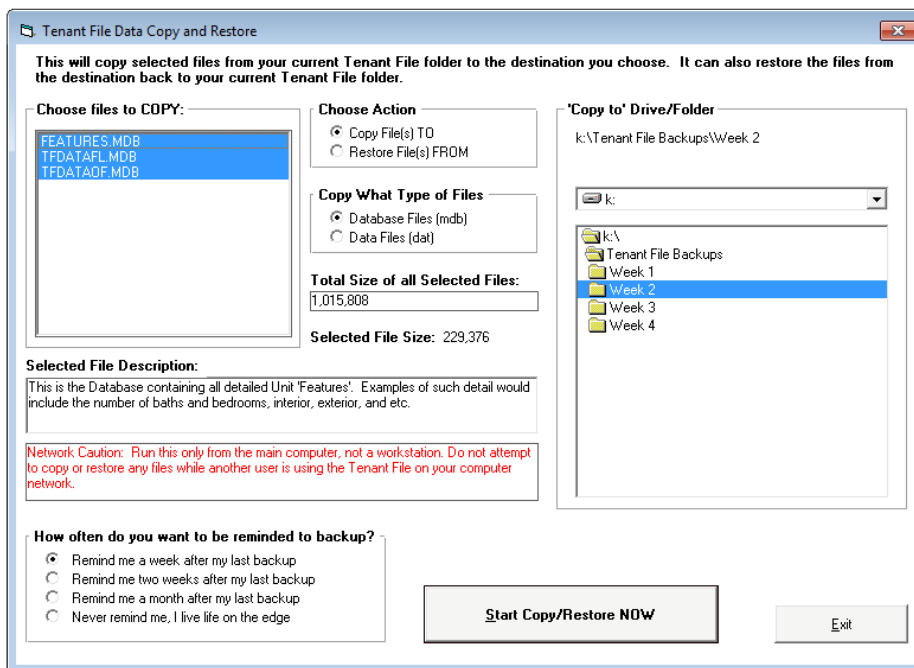
RECENT improvements to the **TENANT File** Version 8.0+

NEW!!! Backup Reminder

The Tenant File Version 8 allows you to easily backup your valuable data and even reminds you at intervals. Just choose how often you want to be reminded and the Tenant File will let you know when it is time.

It is very important that you back up your data on a regular basis. This example shows that a backup folder has been created with weekly subfolders. You can set up any folders that you wish to back up to, but be aware that any backup will overwrite the previous data unless it is in a separate folder.

We also recommend that you make 'off site' backups of your data in case your computer is compromised.



Backing up is as easy as clicking on the 'destination' (right side of the screen) and choosing 'Start Backup'. The main database file (over 90% of your data) is already selected for you. This file is named TFDATAFL.MDB, and is definitely the file to backup often. However, you can choose to back up other files, such as the Inactive Tenant File (TFDATAOF.MDB), and the Features File (FEATURES.MDB). Also, you should sometimes back up your 'DAT' files, which are files that hold your settings, such as your check format, late fee charge settings, and other preferences.

On the right side of your screen, you will choose 'where' to back up to. You **MUST** choose a different folder than the initial one displayed, since that is the folder you are current using. You can back up your files to any folder or external drive with a drive letter.

The Tenant File can remind you when it is time to back up your data. Just select one of the choices in the bottom left corner. Whenever you exit the program, it will check to see if it is time for another backup and take you to the correct screen to complete the backup.

Instead of using the Tenant File Backup Utility, you may need to use the built-in Windows method of highlighting the file(s) you wish to copy from the Tenant File folder (normally C:\Tenant File\TF4WIN), then right-click and select 'Send To'. Choose your CD/DVD drive letter and start the copy.

NEW!!! - Tenant File Version 8 now includes up to ten Bank Accounts

The Tenant File supports up to 10 bank accounts, however, the default account is the primary bank account. This is your operating account, where you pay bills from and deposit your rent receipts. Most of the automatic functions, such as creating checks for owners or making vendor payments use this account.

Post To	Account	Transaction Remark	Post To Description	Ck/Dep	Amount
Property	Mortgage Pmt	Acct #09098098	Porter Investment Properties - Porter, Dr J		(\$1,250.00)
Property	Mortgage Pmt	Acct #89770377	Porter Willow Street Duplex - Porter, Dr Jc		(\$1,500.00)

PROCEDURE - Entering a new check.

1. From the 'Activities' Menu, select 'Checks/Deposits' and then 'Add/Edit Checks'. This will bring you into the 'Entered Checks' folder. Click on 'New' to enter the information for each new check. The program always defaults to your Main Operating Account (Bank Account #1). Select from the drop-down list to change the Bank Account to one of the TEN accounts available.
2. Type in the 'Pay to the Order' information or click on to the 'Payee List' Box. Depending on which you select, 'Vendors', 'Owners' or 'Tenants', a listing will be displayed for you to choose which you wish to make the check payable to.
3. Click on to the 'Post To Ledger' option to determine which Ledger you want the first transaction to post to.
4. Enter a Remark and Invoice number in the appropriate fields (if the check is for multiple transactions you can enter the remark for 'each' of those instead).
5. To post the transaction(s) for the check, fill in the rows directly below the check. After you enter each row, click on another row (above or below) to save your current row. Each transaction can be posted to a different ledger type (Owner, Property, Unit, Tenant, or Both), so before you enter a new transaction,

you can click the 'Post To' choices if you want to make a change.

6. Once your check is complete, click on to the 'Save' Button to save your check. You can then enter 'New' to add a new check.

Note: All new checks are placed in your 'Entered Check File' until you are ready to print. Transactions for these checks will not be posted until you have selected 'Print Checks' from the 'Checks/Deposit' selection of your 'Activities' Menu. Once you select 'Print Checks', you are given the option to select the Bank Account and 'Entered Checks' or you can select individual checks for printing. Do this by holding down your 'Control' key while clicking on the 'Record Selector' for the check you wish to print. (The 'Record Selector' is the first column on the left hand side of each displayed check.) Enter your 'Starting Check Number' and 'Date' to be printed on the check and click on the 'Start Printing' button. You can choose to enter checks to be posted and added to your register without actually printing by choosing the 'Skip Print - Post only' Box. This will automatically post the selected checks without printing and transfer the check to your 'Printed Check File'.

PROCEDURE - Viewing your printed checks.

You can view your Checks in your Register by clicking on to the 'REGISTER' button from your 'MAIN MENU' and then selecting the correct Bank Account to view. Your Check Register will always default to display your Printed Checks that are 'Pending'. You can change the 'Display' Box to show the 'Entered Checks' to view any checks that have been entered but not yet printed or posted.

New!!! – Additional posting fields in the 'Post Rent Income' Section

You can post rent received several ways, such as by entering a bank deposit, or by using the Easy Rent Posting Screen below. This screen allows you to quickly post rent income from a large number of tenants very quickly, or just to post a few rents as needed.

Additionally, this screen enables you to create a bank deposits for the rent posted, post management fees, post late fees received, and add another payment for any income account in the chart of accounts. You can even write a check to your own company for management fees posted.

Rental Address	Tenant Last	Tenant First	Payment	Due	Tenant Bal	Rent to Post	Mgmt Fee	Mgmt Fee to Post	Late Fee	Check/Dep	Rent Remark	Other
1001 Green Circle	Krazlton	Annette	\$2,500.00	10	(\$1,507.39)	\$2,500.00	10%	(\$250.00)		7898	Rent Payment from Tenant	\$50.00
1115 Beach Pass #1001	Barley	Bill	\$2,000.00	1	(\$2,537.38)	\$0.00	10%	\$0.00				
1115 Beach Pass #1002	Folley	Candace	\$1,540.00	1	(\$1,585.00)	\$1,540.00	10%	(\$154.00)		7898	Rent Payment from Tenant	
1115 Beach Pass #1003	Polar	Arthur	\$1,650.00	1	(\$1,700.00)	\$1,650.00	10%	(\$165.00)		7898	Rent Payment from Tenant	
1115 Beach Pass #1004	Sanderson	Elizabeth	\$1,575.00	1	(\$1,412.50)	\$1,575.00	10%	(\$157.50)		7898	Rent Payment from Tenant	
1275 Cedar Trail Drive	Brodley	Gay	\$1,600.00	1	(\$790.00)	\$0.00	12%	\$0.00				
2093 Poplar Avenue	Feldstone	Randall	\$1,815.00	1	(\$2,274.50)	\$1,815.00	150.00	(\$150.00)	\$60.00	7898	Rent Payment from Tenant	
3307 Willow Street A	Paul	Gregory	\$880.00	1	(\$1,810.00)	\$880.00	12%	(\$105.60)	\$10.00	7898	Rent Payment from Tenant	
3307 Willow Street B	Garrett	Sharon	\$750.00	1	(\$2,003.00)	\$750.00	12%	(\$90.00)		7898	Rent Payment from Tenant	
3403 Riverview Court	Richardson	Randy	\$784.25	1	(\$1,192.48)	\$784.25	12%	(\$94.11)		7898	Rent Payment from Tenant	
4500 Remi Lane	Byers	Walton	\$2,250.00	10	(\$372.61)	\$0.00	10%	\$0.00				
Apt 101	Foster	Jane	\$900.00	1	(\$2,977.33)	\$900.00	12%	(\$108.00)		7898	Rent Payment from Tenant	\$25.00
Apt 102	Kemper	Kak	\$895.00	1	(\$2,080.00)	\$895.00	12%	(\$107.40)		7898	Rent Payment from Tenant	\$25.00
Apt 103	Gabriel	Shawn	\$825.00	1	(\$3,167.50)	\$825.00	12%	(\$99.00)		7898	Rent Payment from Tenant	\$25.00
Apt 104	Michell	Jilly	\$875.00	5	(\$1,798.00)	\$875.00	12%	(\$105.00)		7898	Rent Payment from Tenant	\$25.00
Apt 105	Talley	Virginia	\$875.00	3	(\$8,252.63)	\$875.00	12%	(\$105.00)		7898	Rent Payment from Tenant	\$25.00
Cabin 1	Rudcliff	Barbara	\$550.00	5	(\$809.67)	\$0.00	10%	\$0.00				
Cabin 2	Deeders	James	\$250.00	5	(\$791.67)	\$250.00	10%	(\$25.00)		7898	Rent Payment from Tenant	
Cabin 3	Walterson	Jimmy	\$200.00		(\$366.67)	\$0.00	10%	\$0.00				
Handyman Hardware A	Flowers To Go		\$4,495.50	1	(\$3,067.32)	\$4,000.00	15%	(\$600.00)	\$250.00	7898	Rent Payment from Tenant	
Handyman Hardware B	Wolley	Paul	\$4,560.00	1	(\$7,181.69)	\$4,560.00	15%	(\$684.00)		7898	Rent Payment from Tenant	
Handyman Hardware C	Sharpet Imagey		\$3,252.50	1	(\$2,877.58)	\$3,252.50	15%	(\$487.88)		7898	Rent Payment from Tenant	
Handyman Hardware D	Charmer	Jackie	\$3,225.00	1	(\$4,407.50)	\$0.00	15%	\$0.00				
Harry's Unit #1	Duffless	Sally	\$2,650.00	1	(\$75.00)	\$0.00	10%	\$0.00				
Harry's Unit #2	Donkers	Dilly	\$2,100.00	15	(\$221.00)	\$0.00	10%	\$0.00				
Harry's Unit #4	Sanders	Betty	\$1,950.00	2	(\$6,931.40)	\$1,950.00	10%	(\$195.00)		7898	Rent Payment from Tenant	\$50.00
Harry's Unit #5	Potters	Charlie	\$1,900.00	2	(\$6,197.98)	\$1,900.00	10%	(\$190.00)		7898	Rent Payment from Tenant	\$50.00

Total Bank Deposit: \$38,196.75 **Total Rent:** \$37,601.75 **Total Mgmt Fees:** \$4,587.49 **Total Late Fees:** \$320.00 **Account to use for 'Other Receipts':** \$275.00

Total Check Amount: (\$4,587.49) **Total Other:** \$275.00

Account to use for 'Other Receipts':
 Parking Fee Rcvd
 Remark for 'Other Receipts':
 Parking Fee for November

Once all of your rents have been CHARGED to your Tenants, you are ready to post the rent income. There are several ways to do this. The above screen is accessed by choosing 'Post Rent (button on the Main Menu) > I want to POST RENT INCOME from my tenants > Post Rent Income Steps > Continue. You can also post rent by creating a bank deposit. However, this screen allows you to post multiple rents faster, create a bank deposit, write a check for management fees, post the management fees to the ledgers, post late fee income, and post one other income account all at the same time. You have the option to change the 'Bank Account' to create your Deposit and/or Management Fee check to.

Note: If you want to just post the rent income in a bank deposit, then post all management fees at the end of the month, use the deposit posting.

On this screen you simply need to fill in the Rent to post column with the correct amount (if not already correct) and complete any other information that you want to post to the ledgers. When done, click the 'Begin Posting Now' button.

This screen has many options, so you can find detailed information in your Tenant File user's guide, found under Help > User's Guide.

NEW!!! – Additional Recurring Fee Fields for Posting

The Tenant File now allows you to have up to 6 difference recurring fields for charges that are in addition to the typical rent posting, management fee posting, and late fee charges. The recurring field amounts are kept in the Unit Information for every rental unit. Even though they are part of the Unit info, you can also use them to post items to the Tenant Ledger instead.

The first thing to do is to visit the screen under Posting > Recurring Field Posting and enter the names (or labels) of each field that you want to set up. Here you can also choose the 'account' that you want to use when posting each recurring field. For example, if the recurring field is for 'Parking Fees', then you would need to have an account category set up called something like 'Parking Fee Charged' or 'Parking Fee Received'. (You set up the accounts under Preferences > Add/Edit Accounts). Here is the Recurring Field setup and posting screen:

Recurring Fields allow you to post transactions that are specific to a group of rental units, in addition to posting rent or management fees. For example, you might need to post parking fees to a particular group of rentals, or taxes for certain rentals. The Tenant File allows you to have up to 6 recurring fields. On this screen, you will set up the label or name that you want to use for each recurring field, and the account to use when it is posted. Then, you will need to go into each rental unit (click the "Units" button from the Main Menu), and set up the amount you want to use under the correct label.

Recurring Field Labels

Recurring Field 1:

Recurring Field 2:

Recurring Field 3:

Recurring Field 4:

Recurring Field 5:

Recurring Field 6:

Recurring Field Accounts

Recurring Field 1:

Recurring Field 2:

Recurring Field 3:

Recurring Field 4:

Recurring Field 5:

Recurring Field 6:

Note: All recurring accounts must be set to post only to Tenant, Unit, or Both

Recurring Field Posting

Choose which fields to post:

Recurring Field #1

Recurring Field #2

Recurring Field #3

Recurring Field #4

Recurring Field #5

Recurring Field #6

Transaction remarks:

Date to use for all postings:

Post all selected Recurring Fields NOW

Save and Exit

Once you have the fields set up, you'll need to go into each individual rental unit that you want to post the fee to. Enter the individual amount for each rental unit. Now you are ready to post the fee at any time. That is done at the bottom of the above screen.

NEW!!! – Additional Reports added to Version 8

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 them out the newest reports below:

Ledger Balances Current (Compact) - Condensed report that quickly shows you all owner balances in a tight paper saving format. Report includes each Owner and the current balance as of the due date. This is a good report when you need to pay your owners.

Owner Audit Report - The Tenant File provides a way to make sure your ledgers balance to the check register by finding transactions with and without checks and/or deposits. This report will help you find any discrepancies between the checks and deposits you have written and what is posted. Sorted by Owner Name, this report includes transactions, checks/deposit number, 'Post to', amount and date.

Owner Profit and Loss - This easy to read Owner Report summarizes the total income and expenses for all rentals under that owner for any date range. Funds paid to the owner or received from the owner are separated from other income and expenses. At the end, all 'Starting Balances' are included as well as the balance as of the ending date of the report.

Owner Invoices - This new report is actually an 'invoice' that you can send to your owners. Users select which owner or group of owners to send the invoice and which account categories that you wish to include in the report. You are able to include a customized note with each report that you create. Run this report for any date range.

Late Rent/Late Fees Due - This new report will show Past Due Tenants along with the rent amount due and the Late Fee amount due by comparing charges and credits between any two dates. The report includes phone numbers, email address, payment due date, deposits, Late Fee and Lease ending date.

Security Deposits Receipts Posted - This report will reconcile the Security Deposits deposited into your checking account to the transactions posted to the ledgers. Shows all 'Security Deposit Received' transactions in the ledgers and 'splits' from a user-entered Bank Account within a given date range.

Tenant Balances Aging Report - This report was developed after requests from our valuable customers. It shows tenant amounts owed between 1-30 days, 31-60 days, 61-90 days, and over 90 days. Now you can easily see the most delinquent tenants on a compact report.

Tenant Rent Payment Summary - On one helpful report you can see all rent charges and receipts between any two dates. The difference in rent is shown at the end of each line. Additionally, this report shows the due date and other helpful info.

Tenant Security Deposit Report (By Owner) - The Security Deposit Report is per owner, and shows all deposits that you have entered in the Deposit 1 or Deposit 2 field in the Tenant File Activities information screen. While this report does not come from the transactions posted, it does show all current deposits that you have entered and provides totals to allow you to keep track of your Security Deposit totals and "Other Deposit" totals within the program.

Register – All Bank Accounts – Compiles all information from all Bank Accounts into one report. The report includes all Pending and Cleared Checks and Deposits allowing for a specific Date Range along with a Starting Balance prior to that date range.

Property MTD/YTD Summary – Report sorted by Property name displaying all Property and Unit transactions between any two dates for individual Properties.

Company Profit and Loss Report - The Tenant File now provides a company-wide report, so that you can see your earnings from fees that you have collected. This report is versatile enough for either owners or managers. You are able to select any account category in the system between any two dates. The report can be compiled and printed by clicking into PREFERENCES > COMPANY INFORMATION > COMPANY REPORT.

Tenant Balances (Range) - Need to see what the tenant balances were at any given date? This report is perfect for that. You can specify any date range and see what the tenant balance was at that time. The total is printed per owner, and individual tenant’s balances are shown.

Owner Vacancy Listing - Ever get a request from your Owner to send a report showing all vacant rental units? This report is perfect for that. It also shows the square footage, rent amount, deposits, move-in and move-out dates.

Unit Income/Expense (Account Sort) – Income/Expense Report sorted by Owner and then by Unit listing all Income and Expenses by account within a given date range.

Tenant Delinquency By Owner – Past Due Report sorted by Owner which includes the Tenant’s past due balance along with phone numbers, email addresses, payment amount, due date, Late Fee information, etc.

Tenant Expenses – Report that shows a detail of only Tenant expenses for any given Tenant name and date range. This helpful report is a quick guide to determine the expenses that the Tenant has when posting payments.

Starting Balances – Report that details all Starting Balances entered in the program (found in the upper Information section under the button called STARTING BALANCES) for each Owner, Property, Unit and Tenant.

NEW!!! - Security Deposit Disposition

The Security Deposit Disposition Screen allows you to easily take care of the deposit postings when your tenant moves out. You can choose the correct tenant, and then the fields will populate.

This screen is simple to use, yet it can handle complicated transactions. For example, if you want to first transfer money from a separate security deposit bank account to your operating account (making a debit from one account and deposit to another) that can be done.

These transactions will show the transfer, which you will then make from your bank account.

Also, this screen can create a check to the tenant, and even calculate the check amount less any expenses that you are take out from the security deposit. Lastly, it will forfeit any funds that you want to credit into the owner's account for the specific rental unit.

This screen is covered in detail in your User's Guide, which is found under Help > User's Guide in the Tenant File program.

NEW!!! – Owner Invoices

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

The first thing to determine is what owner, properties, or rental units 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 below you selection 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.

NEW!!! - Automatic Rent Increases in the Tenant File

The Tenant File supports any number of automatic rent increases, for any rental unit, and for any date in the future. On the screen below, you simply select the rental unit, enter the amount and date of the increase, and the program will do the rest. The screen below is found from the Tenant File Main Menu under 'Miscellaneous > Scheduled Rent Increases'.

Rent increases can be by a fixed amount, or a percentage of the current rent amount. Click the 'Show ALL Rent

Tenant File 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 (100 char):

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. Select all accounts

Account Name
<input checked="" type="checkbox"/> Advertising
<input type="checkbox"/> Appliance Repairs
<input type="checkbox"/> CAM Charges
<input type="checkbox"/> Credit Check Fee
<input type="checkbox"/> Electrical Repairs
<input type="checkbox"/> General Cleaning
<input type="checkbox"/> HomeOwner Fee
<input type="checkbox"/> HUD Rent Charge
<input type="checkbox"/> Insurance Expense
<input type="checkbox"/> Landscaping Service
<input type="checkbox"/> Late Fee Charge
<input type="checkbox"/> Legal Expenses
<input type="checkbox"/> Management Fee
<input type="checkbox"/> Misc Owner Expense
<input type="checkbox"/> Misc Tenant Expense
<input type="checkbox"/> Mortgage Payment
<input type="checkbox"/> New Appliance
<input type="checkbox"/> NSF Fee Charge
<input type="checkbox"/> Office Expenses
<input type="checkbox"/> Paid To Owner

Save and Continue with Invoice

Increases' show every rent increase, or choose a specific rental unit to show the increases for just that unit.

You can choose a rental by the Owner, Property, Unit or Tenant Name. Other options allow you to easily update or delete a scheduled rent increase.

Scheduled Rent Increases

Search for all rent increases for a specific tenant Show ALL Rent Increases

Porter

Currently Selected Tenant

Tenant Name: Gay Bradley Address: 1275 Cedar Trail Drive

Increase current rent of \$1,500.00 to 1600.00 on the date 05/01/2014

Increase by percentage

Enter values, then choose an action:

Create a NEW increase UPDATE this increase DELETE this increase

Search by

Owner
 Property
 Unit
 Tenant

Increases currently in effect - DISPLAY ONLY - click on any row to edit ABOVE:

Date	Current Rent	Increase To	Increase %	Tenant First	Tenant Last	Rental Unit Address
05/01/2014	\$1,500.00	\$1,600.00		Gary	Bradley	1275 Cedar Trail Drive

Exit

NEW!!! - Automatic Late Fee Posting

With the release of the Tenant File 8, charging late fees to your Tenant Ledgers can be setup as an 'automatic option', which will update the late fees daily throughout the month. Additionally, this is not a 'global' method. It allows you to set the late fee individually for each tenant separately in the Tenant Ledger under 'Setup/View Fees'. So, if you charge late fees differently for different tenants, you charge 'Daily Fees' and you want them to be automated, or if you simply want a 'hands off' method for late fee posting, this method is for you.

Under each 'Tenant Information' screen, there is a button labeled 'Setup/View Fees' next to the 'Late Fee' label. You can also get to this screen by clicking into PREFERENCES > LATE FEE SETTING. When you click on that button in the Tenant Ledger, you will see the various choices:

Late Fee Setup

If there is an INITIAL amount to be charged, enter it here: 25 For a PERCENT, enter a percent sign (%) at the end, otherwise enter a number (no dollar sign)

If there is a PER DAY amount to be charged, enter it here: 5 For a PERCENT, enter a percent sign (%) at the end, otherwise enter a number (no dollar sign)

If you are posting a percent, what is the percent base on?

A percentage (%) of the FULL RENT AMOUNT
 A percentage (%) of the CURRENT BALANCE DUE
 A percentage (%) of any CURRENT RENT AMOUNTS DUE

Only Charge Late Fees if ...

Only the FULL rent amount is due
 ANY balance is due
 Any RENT amount is due this month

When do the late charges begin?

4 days past the Tenant's DUE DATE
 (This grace period is 'added to' the due date)

Insert the settings from the Global Late Fee Setup DISABLE This Late Fee Save and Exit

(Under Posting > Charge Late Fees)

The choices for this screen are exactly the same as for the 'Global Late Fee' posting described previously. These include an Initial Charge, a Daily Charge, Percentage Options, and a Grace Period. Please note: we DO NOT suggest you post based on the tenant's current balance, since that amount constantly changes.

If you have already set up these fees under the 'Global Late Fee' posting screen, you can copy those amounts by clicking on the 'Insert the settings from the Global Late Fee Setup'. This is especially helpful if you charge most or all of your Tenants the same 'Late Fee'.

Just *some* of the new and improved features of the Tenant File:

- Screen Settings Saved
- New User Interface
- Send Attachments with Email
- Print Reminder Screen
- Easy Email Filters by Balance Due
- BCC Option for Emailing Reports
- Company Wide Report
- User-Defined Reports Saves Reports
- Transfer funds between Bank Accounts
- New Screen Color Options
- Improved CAM Charge Posting
- Post Late Fees by Unit
- Increased Ledger Line Size
- Upload Vacancies to the Internet
- Pay Owners from any Bank Account
- Flexible Editing in Check Register
- Improved Entry Error Correction

and many more improvements!

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.

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 Screening - Get discounts on Tenant Screening through our partnership with the American Apartment Owners Association. Run previous rental history, criminal background checks, and credit reports.

Work Order Program - Keep detailed track of each Work Order, Create Checks in multiple Bank Accounts, and email Vendors instantly! For Tenant File Versions 8.

Word Processor - Create and modify over 150 prewritten property management forms that can be customized for your preferences. Easy to print mass letters. Integrated with your Tenant File information.

TF1099MISC-E - Quickly create 1099 forms for your Owners or Contractors. Using pre-printed forms, it compiles and enters your info for your 1099 MISC forms and the supplemental 1096 form. Export your data to CSV to eFile through 3rd party vendors. Also prints helpful income reports. **Newly updated version prints forms by Ownership Percentage.**

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

For specific questions on how to use the Tenant File, click into HELP from the MAIN MENU and select USER'S GUIDE. The complete User's 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 at the cost of \$60.00 per session. See our website at www.TenantFile.com and click into SUPPORT for 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 will help.

Thank you for using the Tenant File!