

# **Spectra 8.3.0.1**

## **December 2019**

**Please distribute to all Spectra users in your company.**

Support Email: [support@Spectra.ca](mailto:support@Spectra.ca)  
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## BEFORE INSTALLING THIS UPGRADE

Make a backup of your Spectra databases before installing this upgrade. If for some reason, the upgrade fails or there is an issue in the new version that prevents you from using the upgrade, having a final backup before the upgrade may allow you to reinstall the previous version and resume working. It is recommended you read the **Installation Guide** before beginning the installation process or the **Upgrade Guide** if you are running the upgrade patch.

## BANKS

Many of the Bank selection combo boxes did not fully display longer bank names. All the Bank selection combo boxes have been enlarged to accommodate longer bank names.

Before:

**Add Batch** **Regular Receipts**

Batch:    
 Status: **New Batch**  
 Posting Date:   
 Select Bank:   
 Bank:

Date Entered:   
 Entered By:   
 Default Item Date:   
 DCR Number:   
 Deposit Date:

<b>Control Total</b> <b>Entered Total</b> <b>Difference</b>	Arlington-Scotia Bank	223654891	Arlington-Demo	Airdrie
	BGS Bank		OnsiteBGS Building	Scottsdale
	Chase-TestFin	22-231567	Test- FinDep	Peoria
	Comerica Bank	22-2222222	Valle del Sol	Phoenix
	Comerica Bank-Trust Account	33-2222222	Valle del Sol	Phoenix
	Don's Master Card		Test	
	First Interstate Bank	22658791	Cozy Casitas Condo Association	Phoenix
	Glenda's MC		Test	
	Test Bank	111111111	Test	Peoria
	TestBank2	22222	FDTest	Phoenix

After:

**Add Batch** **Regular Receipts**

Batch:    
 Status: **New Batch**  
 Posting Date:   
 Select Bank:   
 Bank:

Date Entered:   
 Entered By:   
 Default Item Date:   
 DCR Number:   
 Deposit Date:

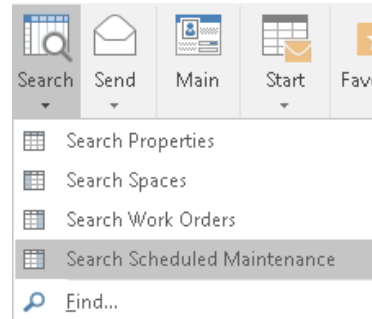
<b>Control Total</b> <b>Entered Total</b> <b>Difference</b>	Arlington-Scotia Bank	223654891	Arlington-Demo	Airdrie
	BGS Bank		OnsiteBGS Building	Scottsdale
	Chase-TestFin	22-231567	Test- FinDep	Peoria
	Comerica Bank	22-2222222	Valle del Sol	Phoenix
	Comerica Bank-Trust Account	33-2222222	Valle del Sol	Phoenix
	Don's Master Card		Test	
	First Interstate Bank	22658791	Cozy Casitas Condo Association	Phoenix
	Glenda's MC		Test	
	Test Bank	111111111	Test	Peoria
	TestBank2	22222	FDTest	Phoenix

## BUILDING

### Find Building Scheduled Maintenance

You no longer need to go building by building to manage your Scheduled Maintenance. Building Scheduled Maintenance records can now be added, updated and completed using the new **Search Scheduled Maintenance** feature.

1. Click the **Search** button on the ribbon and select **Search Scheduled Maintenance**



2. You can search by any of the available fields, such as **Building Name**, **Scheduled Date**, **Unit** or click **Show All Scheduled Maintenance** to see all scheduled tasks.

**Scheduled Maintenance Search**

Fill in the form with your selection criteria and press the "Search" button

**2** →

**3** →

Building Name	<input type="text" value="Plaza Towers"/>	Building ID	<input type="text"/>
Address 1	<input type="text"/>	Building Type	<input type="text" value=""/>
City/State/Zip	<input type="text"/>	Contractor	<input type="text"/>
Scheduled Date	<input type="text"/>	Purchase Order #	<input type="text"/>
Unit	<input type="text"/>	Recurring Item	<input type="radio"/> Yes <input type="radio"/> No
Work Address	<input type="text"/>	Schedule	<input type="text" value=""/>
Code	<input type="text" value=""/>	Scheduled	<input type="text"/>
Description	<input type="text"/>	Completed	<input type="radio"/> Yes <input type="radio"/> No
Detail Description	<input type="text"/>	Completion Date	<input type="text"/>
Results	1	Total Costs	<input type="text"/>
		Invoice #	<input type="text"/>

Building	Unit	Code	Description	Schedule	Complete	Supplier
Plaza Towers	0401	AIR COND	Air Conditioning Unit Filter and Mai...	2019-Nov-11	No	Comfort Zone

3. Click **Add New Scheduled Maintenance Task** to enter a new record and complete the building maintenance task.

*Building - Maintenance*

<b>Select Building</b>	Desert Vista	<b>Scheduled Date</b>	<input type="text"/>
<b>Unit ID</b>	Blank Building	<b>Supplier</b>	<input type="text"/>
<b>Address</b>	Canyon Acres	<b>Purchase Order #</b>	<input type="text"/>
<b>Code</b>	Cozy Casitas Condo Association		
<b>Recurring Item</b>	Demo		
<b>Detail Description</b>	Desert Vista		
	FD Test		
	Gala Apartments		
	OnsiteBGS Building		
	Ontario Heights		
	Plaza Towers		
	Test		
	Test Comm		
	Test- FinDep		
	TestBldg1		
	Valle del Sol		
	Valley View Apartments		

**Completed**

**Select a Report**  
**Building – Financial Statements**

The Building/Portfolio drop-down field has been enlarged to better display longer names, to make it easier to make the desired selection.

**Before:**

<b>Building/Portfolio:</b>	Valle Del Sol -Portfolio (Portfolio)
<b>Row Format:</b>	New Portfolio (Portfolio)
<b>Report Name:</b>	Valle Del Sol -Portfolio (Portfolio)
<b>Ignore This:</b>	Adobe Mills
<b>Override Heading</b>	Arlington-Demo
<b>By Sub Account</b>	Blank Building
	Canyon Acres
	Cozy Casitas Condo Association
	Demo

**After:**

<b>Building/Portfolio:</b>	<input type="text"/>	<b>Report T</b>
<b>Row Format:</b>	July Group (Portfolio)	
<b>Report Name:</b>	New Portfolio (Portfolio)	
	Valle Del Sol -Portfolio (Portfolio)	
	Adobe Mills	
	Arlington-Demo	
<b>Override Heading</b>	Blank Building	

### Rent Roll – Richmond Property Grp

A custom rent roll report has been created to address an issue where exporting to PDF caused the report consolidated total summary balance to change after exporting to PDF. The issue was caused by the consolidated totals being 2 or more pages long.

The Rent Roll – Richmond Property Grp will display the consolidated total summary as 2 columns.

<b>Base Rent</b>	\$713,738.79	\$16.67	<b>CAM Costs</b>	\$2,277.41	\$0.05
<b>Base Rent -</b>	\$51,279.75	\$1.20	<b>CAM</b>	\$8,257.19	\$0.19
<b>Base Rent</b>	\$16,502.25	\$0.39	<b>CAM-</b>	\$6,465.23	\$0.15
<b>Base Rent</b>	\$15,556.41	\$0.36	<b>Common Area Recovery</b>	\$1,004.66	\$0.02
<b>CAM -</b>	\$6,811.74	\$0.16	<b>Management Fee</b>	\$237.07	\$0.01
<b>CAM costs VCC retail</b>	\$4,343.74	\$0.10	<b>Management fee</b>	\$971.24	\$0.02
<b>Common Area Recovery Estimate</b>	\$222,756.16	\$5.20	<b>Other Recovery</b>	\$49.79	\$0.00
<b>HVAC</b>	\$225.00	\$0.01	<b>Tax Estimate</b>	\$1,469.26	\$0.03
<b>Janitorial Recovery</b>	\$2,105.99	\$0.05	<b>TAX estimate</b>	\$4,743.22	\$0.11
<b>Laneway License Agreement</b>	\$800.00	\$0.02	<b>Tax Estimate-</b>	\$5,111.37	\$0.12
<b>Base Rent</b>	\$7,197.50	\$0.17	<b>Tax</b>	\$1,276.05	\$0.03
<b>Management Fees</b>	\$1,914.89	\$0.04	<b>Parking</b>	\$10,115.00	\$0.24
<b>Tax-</b>	\$9,033.66	\$0.21	<b>Storage Rent</b>	\$345.00	\$0.01
<b>Tenant Leasehold Repayment G/L</b>	\$2,839.13	\$0.07	<b>** Total Charges</b>	\$1,358,825.24	\$31.75
<b>3001</b>					
<b>Parking</b>	\$3,325.00	\$0.08			
<b>Rent Residential</b>	\$715.00	\$0.02			
<b>Sign Revenue</b>	\$2,573.00	\$0.06			
<b>Storage Rent</b>	\$676.00	\$0.02			
<b>Taxes Estimate</b>	\$148,005.01	\$3.46			
<b>GST Charged</b>	\$64,671.92	\$1.51			
<b>Base Rent</b>	\$22,703.43	\$0.53			
<b>Base Rent</b>	\$18,728.38	\$0.44			
<b>Vacancy</b>	\$9,616.91				
<b>Vacancy Commercial</b>	\$9.00				
<b>** Total</b>	\$9,625.91				

### Monthly Rent – Passaic

We have created a custom annual rent projection report which can be run by **Portfolio, Building or All Buildings**. The report selections include options to specify up to 8 specific charge codes and will display either **Building Summary** or **Tenant Detail** for the date range indicated.

To run this report, go to **Building > Select a Report > Rent Reports > choose Monthly Rent – Passaic**.

#### Report Data Selection

ALL

Or Portfolio

And/Or Selected

#### Report Dating

From Date

To Date

#### Include on Report

Charge Codes

Add Time Stamp to Report Date?

#### Reporting Options

Select

Building Summary

Tenant Detail

1. The Report Data Selection defaults to **All Buildings**, you have the option to choose a **Portfolio** or a specific **Building**/group of buildings.
2. Under **Include on Report**, choose up to 8 specific **Charge Codes** that you want to include in the totals, or leave blank for all.
3. Enter the date range desired under the **Report Dating** selection. Upon entering the **From Date**, the **To Date** will automatically default to a date 1 year out.
4. Under the **Reporting Options**, you have the choice between **Building Summary** or **Tenant Detail**

**Building Summary** will display the Monthly totals for the selected building/buildings.

Monthly Rent													From 1-Mar-2018 To: 28-Feb-2019	12-Nov-2019 9:13 AM
	March	April	May	June	July	August	September	October	November	December	January	February	Year to Date	
Adobe Mills	164,153.00	164,153.00	164,153.00	164,153.00	164,153.00	164,153.00	164,153.00	164,153.00	164,153.00	164,153.00	164,153.00	164,153.00	1,968,836.00	
Canyon Acres														
Valle del Sol														
Gala Apartments	6,000.00	7,500.00	9,000.00	9,000.00	9,000.00	9,850.00	10,550.00	10,552.50	10,552.50	10,552.50	10,552.50	10,552.50	113,662.50	
Plaza Towers	62,920.00	62,920.00	62,920.00	62,920.00	62,970.00	62,970.00	59,350.00	53,910.00	53,910.00	53,910.00	53,910.00	53,910.00	707,120.00	
Valley View Apartments	10,000.00	7,500.00	8,970.97	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	116,370.97	
Monthly Totals	243,073.00	242,073.00	244,943.97	246,073.00	246,123.00	246,973.00	244,653.00	238,615.50	238,615.50	238,615.50	238,615.50	238,615.50	2,906,989.47	
Year to Date Totals	243,073.00	485,146.00	730,089.97	976,162.97	1,222,285.97	1,469,258.97	1,713,911.97	1,952,527.47	2,191,142.97	2,429,758.47	2,668,373.97	2,906,989.47		

**Tenant Detail** will list each tenant and their monthly totals and a **Building Total** for each month.

Monthly Rent													From 1-Mar-2018 To: 28-Feb-2019	12-Nov-2019 9:16 AM
Unit	Name	March	April	May	June	July	August	September	October	November	December	January	February	Year to Date
Building: Adobe Adobe Mills														
D101	AZ Fitness	15,887.00	15,887.00	15,887.00	15,887.00	15,887.00	15,887.00	15,887.00	15,887.00	15,887.00	15,887.00	15,887.00	15,887.00	190,644.00
D102	HotPeppers	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	197,888.00
D103	DessertDress	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	197,888.00
D104	Screenz and Lutz	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	197,888.00
D105	Post Purses	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	197,888.00
D106	Twinkle Toes	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	197,888.00
D107	Paradise Furnishings	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	16,474.00	197,888.00
D108	HavaHut	8,531.00	8,531.00	8,531.00	8,531.00	8,531.00	8,531.00	8,531.00	8,531.00	8,531.00	8,531.00	8,531.00	8,531.00	102,372.00
D109	La Seniors	8,531.00	8,531.00	8,531.00	8,531.00	8,531.00	8,531.00	8,531.00	8,531.00	8,531.00	8,531.00	8,531.00	8,531.00	102,372.00
D110	J.K. Seers	32,960.00	32,960.00	32,960.00	32,960.00	32,960.00	32,960.00	32,960.00	32,960.00	32,960.00	32,960.00	32,960.00	32,960.00	388,320.00
D111	Vacant													
Building Total		164,153.00	164,153.00	164,153.00	164,153.00	164,153.00	164,153.00	164,153.00	164,153.00	164,153.00	164,153.00	164,153.00	164,153.00	1,968,836.00

Both report options will also display a **Year to Date** total and **Year to Date Monthly** totals.

Monthly Totals	378,394.92	378,394.92	378,394.92	378,394.92	378,394.92	378,394.92	378,394.92	378,394.92	378,394.92	378,394.92	378,394.92	378,394.92	4,540,739.04
Year to Date Totals	378,394.92	756,789.84	1,135,184.76	1,513,579.68	1,891,974.60	2,270,369.52	2,648,764.44	3,027,159.36	3,405,554.28	3,783,949.20	4,162,344.12	4,540,739.04	

### Rent Roll - 1<sup>st</sup> Commercial

When previewing the report as PDF, the lease options were not printing. This has been corrected.

CAM	Taxes	Insurance	Other	\$ PSF	Security Deposit	Next Increase	Increase Amount	Lease Start	Lease Expiry	Options
<b>Master Rent Roll</b>										
						By Unit				RNMTM
						As of: December 11, 2019				RNNO
									11-Dec-2019 9:39 AM	
									Page 1	
CAM	Property Taxes	Insurance	Other Charges	\$ PSF	Deposits	Base Rent Increase	Base Rent Increase Amount	Lease Start Date	Lease Expiry	Option
\$500.00			\$0.71					01-Mar-18	28-Feb-24	RNMTM
\$500.00			\$0.71					01-Mar-18	28-Feb-20	RNNO

We have also adjusted the Lease Expiry field to accommodate the printing of a 4-digit year, as required by Windows for years starting with 2030.

\$ PSF	CAM	Property Taxes	Insurance	Other Charges	\$ PSF	Deposits	Increase	Increase Amount	Lease Start Date	Lease Expiry	Option
\$4.81					\$0.00				01-Jan-18	31-Dec-20	
\$4.81					\$0.00				01-Jan-18	31-Dec-25	
\$3.27					\$0.00				01-Jan-18	31-Dec-2030	

We have added an option to exclude units by status:

**Report Data Selection**

ALL

Or Portfolio

And/Or Selected  Buildings 1 selected

Exclude  Unit Status

**Include on Report**

Select Rentable Area  Leased Area

Select Move In Date  Lease Start Date

**Select Charge Codes**

Monthly Rent	CAM	Insurance	Property Tax	Other
Code	Code	Description		
Comm Rent		Rent Commercial		
Res Rent		Rent Residential		
SC Rent		Rent Shopping Centre		

**Report Dating**

**Unit Status Exclusion**

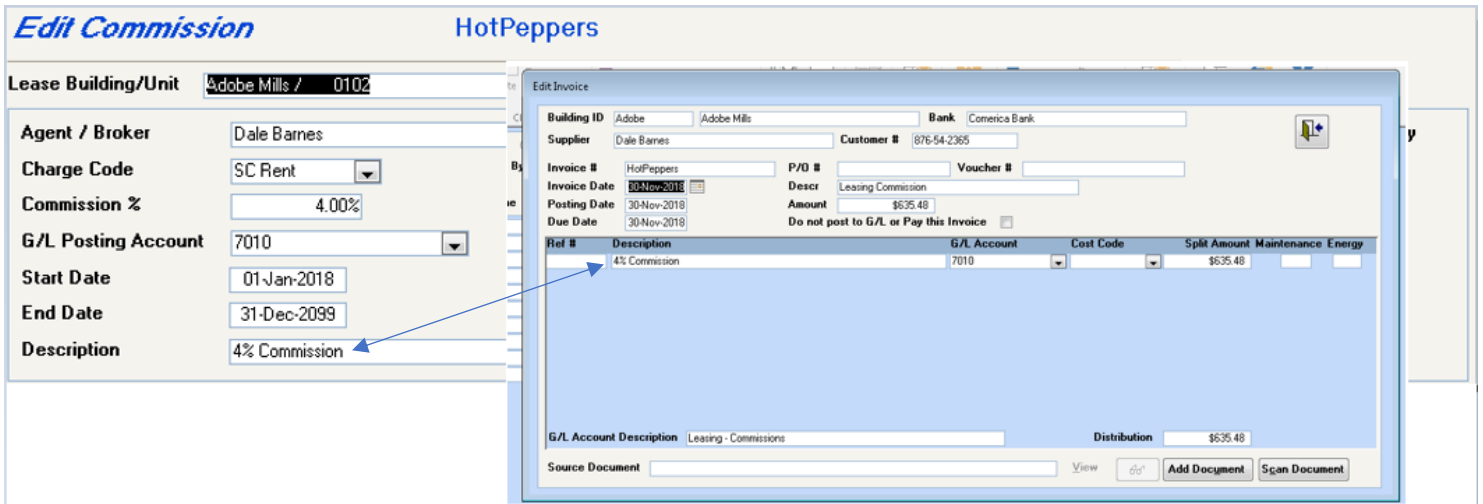
UnitStatus	Description
1	Vacant
2	Rented
3	Display
4	Available
5	Remodel

OK Cancel



**Start a Task**  
**Monthly Processes – Agent / Broker Commissions**

When processing the Agent / Broker Commissions, the **Commission Description** will now pull into the **Invoice Expense Description** field.



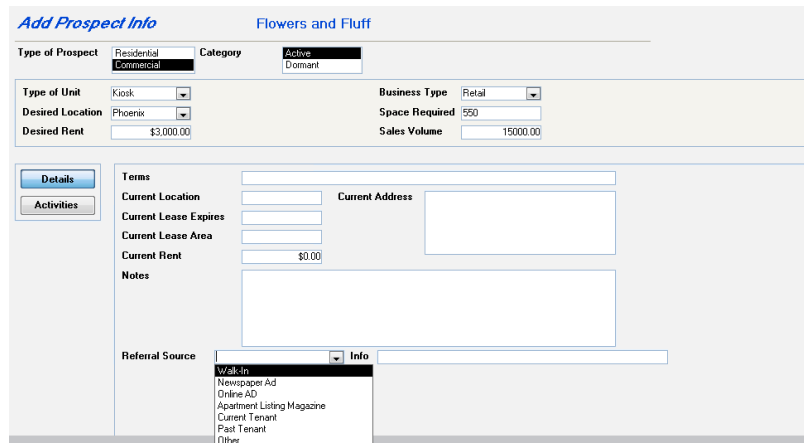
**Monthly Processes – Late Payment Charges**

When using the Security Module, users with Inquiry Only rights to Late Payment Charges were not able to run the Report Only function. By request, these users will now be able to select the Report Only feature.

**PROSPECTS**

*Find*  
**Prospect – referral Source**

We have added the ability to track the **Referral Source** for **Commercial Prospects**.



The referral source will be reportable under **Building > Select a Report > Prospects > Referral Source Detail** and **Referral Source Summary** reports

Building:		Referral Source Details		From:	12-Nov-19
Plaza Towers		Shown		To: 12-Nov-19	Page 1
Property Unit ID	Applicant Name	Description	Total		
Referral Source Type:	Online AD				
	Flowers and Fluff	Valleywide Commercial.com			
Total of Applicants with:	Online AD		1		
Building Total of Applicants:			1		
Total of:	Shown	Applicants	1		
*** Report Totals ***		Total Applicants:	1		

Building:		Referral Source 12 Month Summary												12-Nov-19
Plaza Towers		Shown												Page 1
		Year: 2019												
Referral Source Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Year	
Online AD	0	0	0	0	0	0	0	0	0	0	1	0	1	
*** Building Totals ***													1	
** Activity Totals **													1	
*** Report Totals ***													1	

## TENANTS

### Select a Report

#### Tenant Invoices /Statements – Tenant Statement - EJM

We have corrected an issue with the **Tenant Statement – EJM** where the print formatting would add blank pages if a tenant's statement was more than one page in length.

#### Tenant Invoices /Statements – Tenant Statement- Passaic

An option to summarize tenants with multiple units, on one statement has been added to the Tenant Statement – Passaic. Under Reporting options, you will need to Print By – Building/Tenant or Tenant Only, when either of these options is selected, you will have the option to select Summarize tenants with multiple units on one statement.


**Reporting Options**

Minimum Amount

Include tenants  
 Active  Inactive  Both

Print By  
 Building/Unit  
 Building/Tenant  
 Tenant Only

Summarize tenants with multiple units on one statement

  
Email Statements To Tenants

The statement will display the charges by date for each unit held by the tenant.

Date	Description	Unit	Reference	Amount	Applied	Balance
01-Nov-2019	RE Tax RE Tax Portion Estimate	6D-2	65597	14.26	0.00	14.26
	<b>Total RE Tax</b>	6D-2		14.26	0.00	<b>14.26</b>
01-Nov-2019	Rent Rent	6D-2	65597	4,274.50	0.00	4,274.50
	<b>Total Rent</b>	6D-2		4,274.50	0.00	<b>4,274.50</b>
	<b>Unit Total Due -</b>	6D-2		4,288.76	0.00	<b>4,288.76</b>
01-Nov-2019	RE Tax RE Tax Portion Estimate	6E-2	65598	4.63	0.00	4.63
	<b>Total RE Tax</b>	6E-2		4.63	0.00	<b>4.63</b>
01-Nov-2019	Rent Rent	6E-2	65598	1,751.00	0.00	1,751.00
	<b>Total Rent</b>	6E-2		1,751.00	0.00	<b>1,751.00</b>
	<b>Unit Total Due -</b>	6E-2		1,755.63	0.00	<b>1,755.63</b>
	<b>Total Due -</b>			6,044.39	0.00	<b>6,044.39</b>
<b>Current</b>		<b>31 - 60 Days</b>	<b>61 - 90 Days</b>	<b>91+ Days</b>	<b>Amount Due</b>	
\$0.00		\$6,044.39	\$0.00	\$0.00	\$6,044.39	

### Monthly A/R Summary Spread

A change has been made to the report coding so that the report works even if there are no current accounting periods.

### Start a Task New York Lease Renewal Form

The New York Lease Renewal form has been updated.

## RENEWAL LEASE FORM

Owners and Tenants should read INSTRUCTIONS TO OWNER and INSTRUCTIONS TO TENANT on reverse side before filling out or signing this form

THIS IS A NOTICE FOR RENEWAL OF LEASE AND RENEWAL LEASE FORM ISSUED UNDER SECTION 2523.5(a) OF THE RENT STABILIZATION CODE. ALL COPIES OF THIS FORM MUST BE SIGNED BELOW AND RETURNED TO YOUR LANDLORD WITHIN 60 DAYS.

**Dated:** Wednesday, December 11, 2019

Tenant's Name and Address:

Tanguy Ndombele  
 2 East 61st Street At 5th Avenue #0201  
 New York, NY 10065

Owner's/Agent Name & Address



1. The owner hereby notifies you that your lease will expire on: December 31, 2019

### PART A -- OFFER TO TENANT TO RENEW

2. You may renew this lease, for one or two years, at your option, as follows:

Column A Renewal Term	Column B Legal Rent On Sept. 30th Preceding Commencement Date of This Renewal Lease	Column C Guideline % or Minimum \$ Amount (If unknown, check box and see below)* <input type="checkbox"/>	Column D Applicable Guideline Supplement, If any	Column E Lawful Rent Increase, If any, Effective after Sept. 30th	Column F New Legal Rent (If a lower rent is to be charged check box and see 5 below) <input type="checkbox"/>
<input type="checkbox"/> 1 Year	\$3,960.00	( 2.000%) \$79.20	\$0.00	\$0.00	\$4,039.20
<input type="checkbox"/> 2 Year	SAME AS ABOVE	( 2.250%) \$89.10	\$0.00	\$0.00	\$4,049.10

\* If applicable guideline rate is unknown at time offer is made, check box in Column C and enter current guideline which will be subject to adjustment when new rates are ordered

3. Security Deposit:

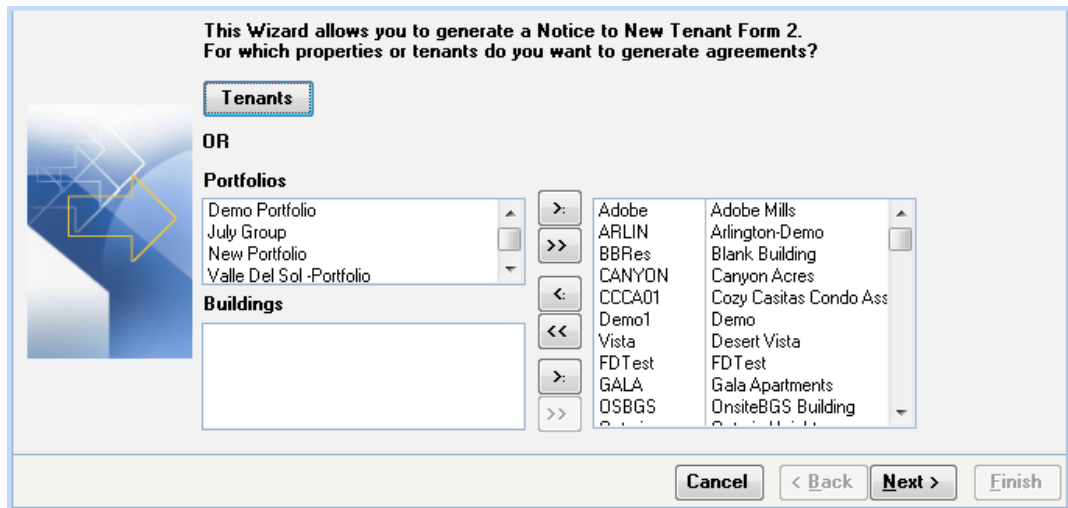
Current Deposit: \$ 7,000.00

Additional Deposit Required—1 year lease: \$ 0.00

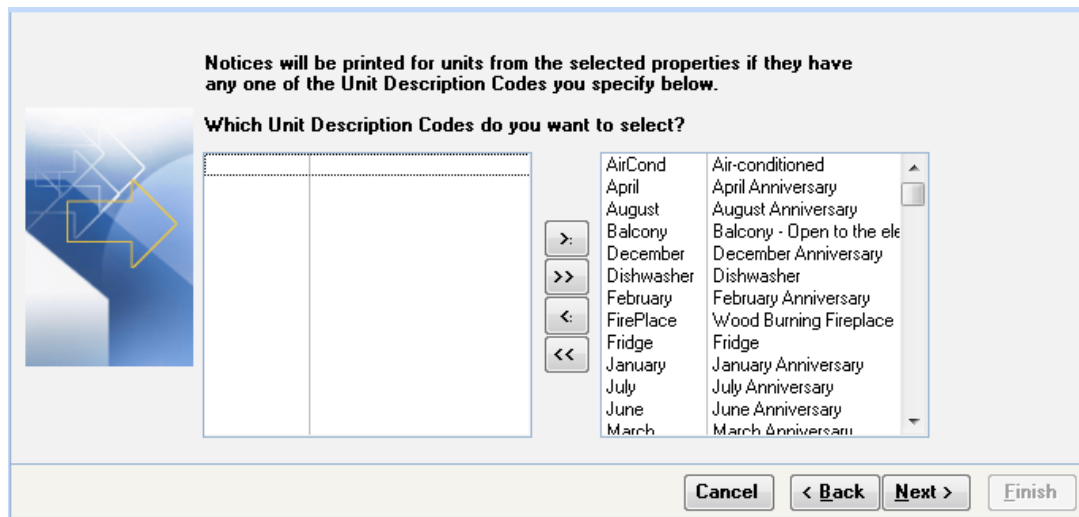
## Manitoba Rent Legislation – Notice to New Tenant

We have added the Notice to New Tenant form 2 to the Manitoba Rent Legislation module. The generation of the form is done by a wizard that will walk you through the process. To generate this form, go to **Tenant > Start a Task > Notice of Rent Increase** and select **Notice to New Tenant (Form 2)**.

Select to generate the form by **Tenant, Portfolio** or **Building** and click **Next**:



Select the **Unit Description** code or codes desired and click **Next**:



Tell the wizard what codes make up the Base Rent for Form 2. You have the option to include all accounting codes set up as Base Rent, include all Tenant charges flagged as Base Rent or choose specific accounting codes and click Next;

The wizard needs to know what codes make up Base Rent for Form 2. It can include all accounting codes set up as Base Rent Codes, or you can choose specific codes.

**What do you want to do?**

- Include all accounting codes set up as Base Rent
- Include all tenant charges flagged as Base Rent
- Choose specific accounting codes

Cancel < Back **Next >** Finish

Select the code used for Rent Rebate and designate any Parking Charge codes and click Next;

**What code is used for Rent Rebate?**  
Rebate ▾ **Rent Rebate**

**Designate the parking charges**

Indoor **Outdoor** Covered

**What codes designate indoor parking charges?**

Merchant	Merchant's Association	>	Parking	Parking
MISC	Other Uncategorized Ch	>>		
NSF Fee	NSF Cheque Fee	<		
Oper Cost	Operating Cost Estimate	<<		
<b>PoolKey</b>	<b>Additional Pool Key</b>			
Rebate	Rent Rebate			

Cancel < Back **Next >** Finish

Enter the date that the Agreement is being sent to the tenant, select which form is to be used and verify that the Landlord details are correct and click Next;

**What day is the Agreement being sent to the tenant?** 11-Dec-19

**What form should be used for the Notices of Increase?**  
 Original Notice ▼

**Landlord Name**

**Address**

**City/Prov/Code**    **Country**

**Phone**  **FAX**

You have the option to print the form with or without mailing labels and are able to preview prior to printing once the selections are made, click Next;

**This wizard can print Form 2, with or without mailing labels.**

**You can choose to do one or more of these things.**

**What do you want to do?**

**Print Notice to New tenant (Form 2)**

**Print mailing labels for the Notices**

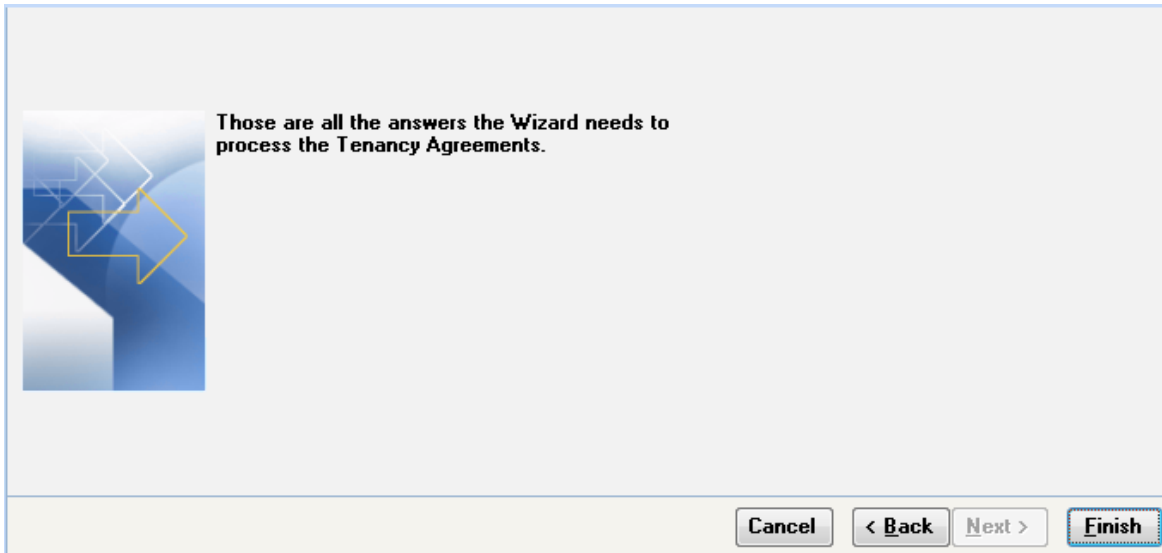
**You can preview the documents before printing them, or send them directly to the printer.**

**Which do you want to do?**

**Preview**

**Print**

Now that you have completed the wizard, click Finish to generate the preview or print the forms;



### Form 2

## Notice to New Tenant

Original Notice     Amended Notice

If this notice is not completed and given to the tenant as required by The Residential Tenancies Act, any increase in rent may be void.

<b>A. Tenant Information</b>	
Name of Tenant:	<u>AZ Fitness</u>
Unit Number:	<u>0101</u>
Address:	<u>4250 W. Adobe Mills Way</u>
City:	<u>Phoenix</u>
Postal Code:	<u>85086</u>
Date of Occupancy:	<u>January 1, 2017</u>
Type of Unit (including number of bedrooms):	
<b>B. Information on Residential Complex</b>	
Year of Construction:	
Is the complex registered as a condominium?	<u>No</u>

### Tenant Deposit Refund by EFT

If you have the Supplier EDI Module, you will now be able to refund your Tenant Deposits using EFT. To refund the Deposit;

1. Create and Post the Deposit Refund as normal.
2. Go to Find > Tenants > and drill down on the tenant
3. Click on Refunds
4. You will see any refunds available to pay out.

<a href="#">Orders &amp; Invoicing</a> <a href="#">Prospect Information</a> <a href="#">Refunds</a> <a href="#">Tenant Set Up - All</a>	<table border="1"> <tr> <td><b>Payment To</b></td> <td><b>Invoice Number</b></td> <td><b>Date</b></td> <td><b>Refund</b></td> <td><b>Status</b></td> </tr> <tr> <td> <input checked="" type="checkbox"/> Amanda Smith            2 East 61st Street At 5th Avenue #0101            New York NY 10065         </td> <td>Dec11-61</td> <td>11-Dec-2019</td> <td>\$3,000.00</td> <td>Unposted</td> </tr> <tr> <td></td> <td><b>Building:</b></td> <td colspan="3">Manhattan Manor</td> </tr> <tr> <td></td> <td><b>Bank:</b></td> <td colspan="3">Metropolitan Commercial Bank</td> </tr> </table>	<b>Payment To</b>	<b>Invoice Number</b>	<b>Date</b>	<b>Refund</b>	<b>Status</b>	<input checked="" type="checkbox"/> Amanda Smith 2 East 61st Street At 5th Avenue #0101 New York NY 10065	Dec11-61	11-Dec-2019	\$3,000.00	Unposted		<b>Building:</b>	Manhattan Manor				<b>Bank:</b>	Metropolitan Commercial Bank		
<b>Payment To</b>	<b>Invoice Number</b>	<b>Date</b>	<b>Refund</b>	<b>Status</b>																	
<input checked="" type="checkbox"/> Amanda Smith 2 East 61st Street At 5th Avenue #0101 New York NY 10065	Dec11-61	11-Dec-2019	\$3,000.00	Unposted																	
	<b>Building:</b>	Manhattan Manor																			
	<b>Bank:</b>	Metropolitan Commercial Bank																			

- Drill Down into the refund details and complete the EFT Details;

**EFT Information** Amanda Smith

---

EFT Will Apply To These Refunds

Payment To	Invoice Number	Date	Refund	Status
Amanda Smith 2 East 61st Street At 5th Avenue #0101 New York NY 10065	Dec11-61	11-Dec-2019	\$3,000.00	Unposted

**Building:** Manhattan Manor  
**Bank:** Metropolitan Commercial Bank

Federal ID#  Prov ID#

---

EFT Supplier Details  Pay Supplier by EFT Flag

EMail EFT Payment Advice  
 EMail Address [Amanda.Smit@Outlook.com](mailto:Amanda.Smit@Outlook.com)

Bank Number   
 Branch Number   
 Account Number

- You will select the invoice to pay as normal and go to Check Printing Select Process EFT you will be prompted to create the EFT File to upload to your bank.

Batch Number   
 Posting Date   
 Check Date

**Beginning Check Number(s)**

Check Number	Bank Name	Check Account	Building Name
1	Metropolitan Commercial Bank	33329637	Manhattan Manor

Type of Check  
 MICR Laser  Laser

Dollar Amount of Invoices Selected   
 Discount to Take for Selected Invoices   
 Dollar Amount of Checks to be Written



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