



NEWS YOU CAN USE November 2007 ■ Volume 1, Issue

7

DIY NEWS *Thanksgiving Reflections*

We'd like to take this opportunity to thank you for your continued confidence in DIY Real Estate Solutions and your contribution to our success over the past year. Thanks to your business and industry referrals, we have grown many times over and reinvested in enhancing our products to solve your most important business problems.

This spirit of partnership has allowed us to build many wonderful relationships with our clients and industry partners. As part of the National Apartment Association's "Affinity Program," DIY is proud to be a designated property management software choice for the Independent Rental Owner. We are also a NARPM Vendor Affiliate, actively supporting their focus on the professional fee management of rental properties.

And while we learn a great deal from our industry activities, we credit you, our clients, with helping us provide a world class solution. Your insightful feedback and active participation in our development process are key to our success. We are proud to work with dynamic and forward-thinking firms like Metrex Group; Action Property Management; RAF Properties, LLC; Milan Management; Kenwood Village Apartments, LLC; Hardco Realty Management, LLC; and All About Real Estate, just to name a few.

We welcome your suggestions for continuously improving our offerings and encourage you to [contact us](#) with your ideas. Thank you again for partnering with DIY Real Estate Solutions, and please accept our best wishes for a prosperous holiday season.

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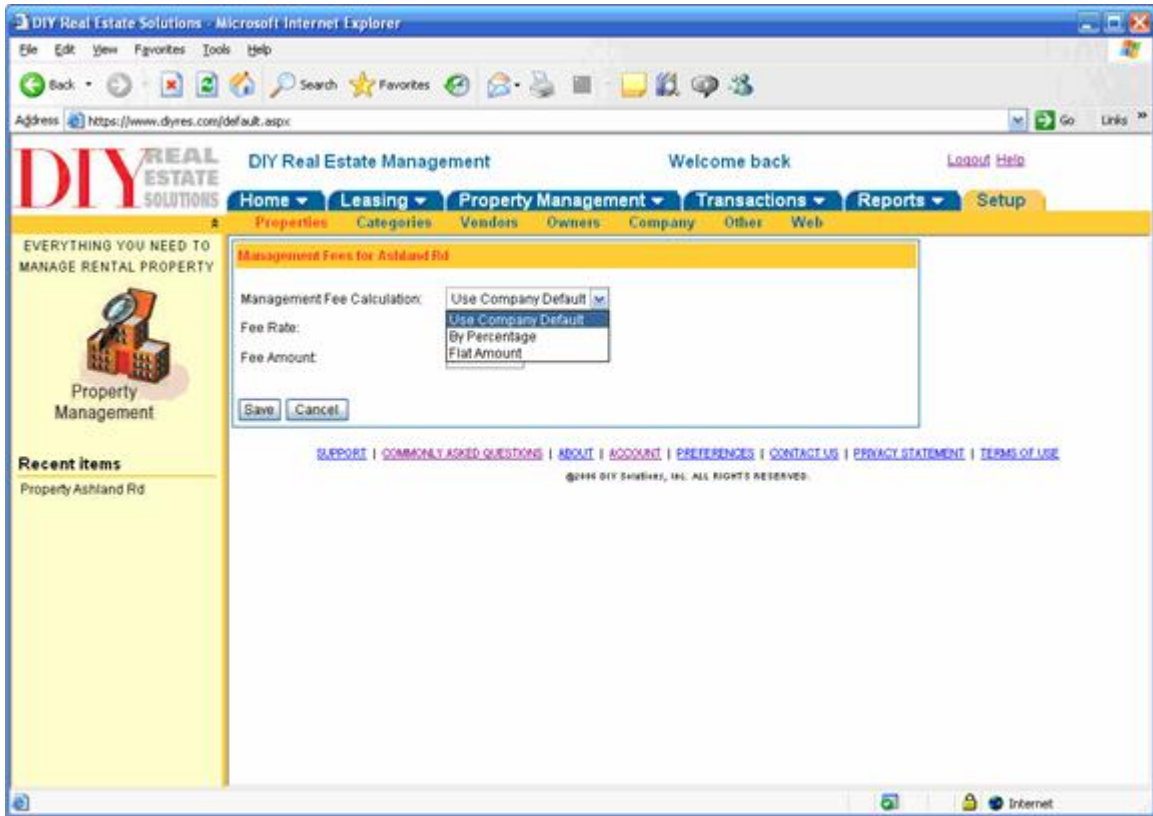
FEATURE FOCUS

Management Fee Calculations

DIY makes it quick and easy to calculate and record all of your monthly management fees. To establish your default management rate or a flat fee, use the Fee Management link on the Company Setup page. The system will automatically use this data to calculate management fees for all your properties.

The screenshot shows a web browser window titled "DIY Real Estate Solutions - Microsoft Internet Explorer". The address bar shows "https://www.diyres.com/default.aspx". The page header includes the "DIY REAL ESTATE SOLUTIONS" logo, the text "DIY Real Estate Management", a "Welcome back" message, and "Logout Help" links. A navigation menu contains "Home", "Leasing", "Property Management", "Transactions", "Reports", and "Setup". Below the menu, there are sub-links for "Properties", "Categories", "Vendors", "Owners", "Company", "Other", and "Web". The main content area is titled "Management Company - Fee Management" and contains a form with the following fields: a checkbox for "Manage properties for multiple owners", a dropdown for "Default Management Fee Calculation" set to "By Percentage", a text input for "Percentage" set to "8.00 %", and a text input for "Flat Amount" set to "\$0.00". There are "Save" and "Cancel" buttons at the bottom of the form. The footer includes links for "SUPPORT", "COMMONLY ASKED QUESTIONS", "ABOUT", "ACCOUNT", "PREFERENCES", "CONTACT US", "PRIVACY STATEMENT", and "TERMS OF USE", along with the copyright notice "©2004 DIY Solutions, Inc. ALL RIGHTS RESERVED.".

But don't worry if a particular property uses a different rate or fee. You can override the company-wide default by entering the alternate rate or fee using the "Management Fee" link on the Property Setup page. Unless alternate fee information is stored in the property level, the system will automatically use the data from the Company Setup page.



Once you have established your rates, you are ready to use the Management Fees page, located on the Property Management menu, to calculate and charge your management fees for each property. The date range you enter determines the amount of rent collected, which is then used to calculate the fee. The last column, “Actual Fee to Charge,” defaults to the calculated fee, but can be changed if necessary. After reviewing the calculations, select the properties to charge by clicking the checkbox column or the “Select All” button, and then click the “Create Fees” button.


DIY Real Estate Solutions - Microsoft Internet Explorer

Address: https://www.diyres.com/default.aspx

DIY Real Estate Management Welcome back [Logout](#) [Help](#)

[Home](#) | [Leasing](#) | [Property Management](#) | [Transactions](#) | [Reports](#) | [Setup](#)
[Residents](#) | [Service Requests](#) | [New Request](#) | [Late Fees](#) | [Utility Billing](#) | [Mgmt Fees](#) | [Owner Payments](#)

EVERYTHING YOU NEED TO MANAGE RENTAL PROPERTY

 Property Management

Recent items
Property Ashland Rd

Management Fees

Property: Include properties already billed

Base on rent received: thru

| Property | Owner | Rent Received | Fee Rate | Management Fee Charged this Period | Calculated Fee | Actual Fee to Charge |
|---|-------------|---------------|----------|------------------------------------|----------------|----------------------|
| <input checked="" type="checkbox"/> 14 E Walnut | Jason Brown | 0.00 | 8.00 % | - | 0.00 | \$0.00 |
| <input checked="" type="checkbox"/> 2505 Gullford | | 0.00 | 8.00 % | - | 0.00 | \$0.00 |
| <input checked="" type="checkbox"/> 32 Main | | 4,201.30 | 8.00 % | - | 392.10 | \$392.10 |
| <input checked="" type="checkbox"/> 3402 Peach Street | Jason Brown | 8,055.00 | 8.00 % | - | 644.40 | \$694.40 |
| <input checked="" type="checkbox"/> arc apartments | | 0.00 | 8.00 % | - | 0.00 | \$0.00 |
| <input checked="" type="checkbox"/> Ashland Rd | | 54,240.60 | 8.00 % | - | 4,363.89 | \$4,363.89 |
| <input checked="" type="checkbox"/> Empty Multunit | | 0.00 | 8.00 % | - | 0.00 | \$0.00 |
| <input checked="" type="checkbox"/> Maple Avenue | | 18,010.00 | 8.00 % | - | 1,440.80 | \$1,440.80 |

[SUPPORT](#) | [COMMONLY ASKED QUESTIONS](#) | [ABOUT](#) | [ACCOUNT](#) | [PREFERENCES](#) | [CONTACT US](#) | [PRIVACY STATEMENT](#) | [TERMS OF USE](#)

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The Management Fee Check dialog page will load, allowing you to enter expense information such as the Payee (the vendor for your management company), expense description, check number if you have already written a check, or the option to print a check. When you click the Ok button, your register will contain an expense entry for the check written to your management company for your management fees.

Management Fee Check -- Web Page Dialog

Management Fee Check

Payee: DIY Real Estate Management

Print check

Enter check # 4,592

Check Date: 10/31/2007

Description: October Management Fee

Ok Cancel

https://www.diyres.com/PostMgmtFee.aspx?MultipleBanl Internet

Are there any other features you'd like to know more about? [Contact us](#) so we can cover them in future newsletters. We look forward to hearing from you!

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DO YOU KNOW...

When we think of our national economy, we often think the large corporations employ the most number of people and have the most impact on our collective prosperity. Well, think again!

According to the Small Business Administration (SBA), small firms represent about 99.7% of all employer firms. That means you and DIY Real Estate Solutions and thousands of other small companies like us. In addition, small businesses:

- Employ half of all private sector employees.
- Pay more than 45 percent of total U.S. private payroll.
- Create more than 50 percent of non-farm private gross domestic product.
- Generate 13 to 14 times more patents per employee than large patent firms.

- Generate 60 to 80 percent of net new jobs each year for the past decade.

- Employ 41 percent of high-tech workers.

Very impressive! It's clear the success of our business drives the success of our country. If you're not yet using all of DIY's features to improve your productivity and profits, [contact our support team](#) to get the most value from your DIY technology. Let's work together to keep our nation strong!

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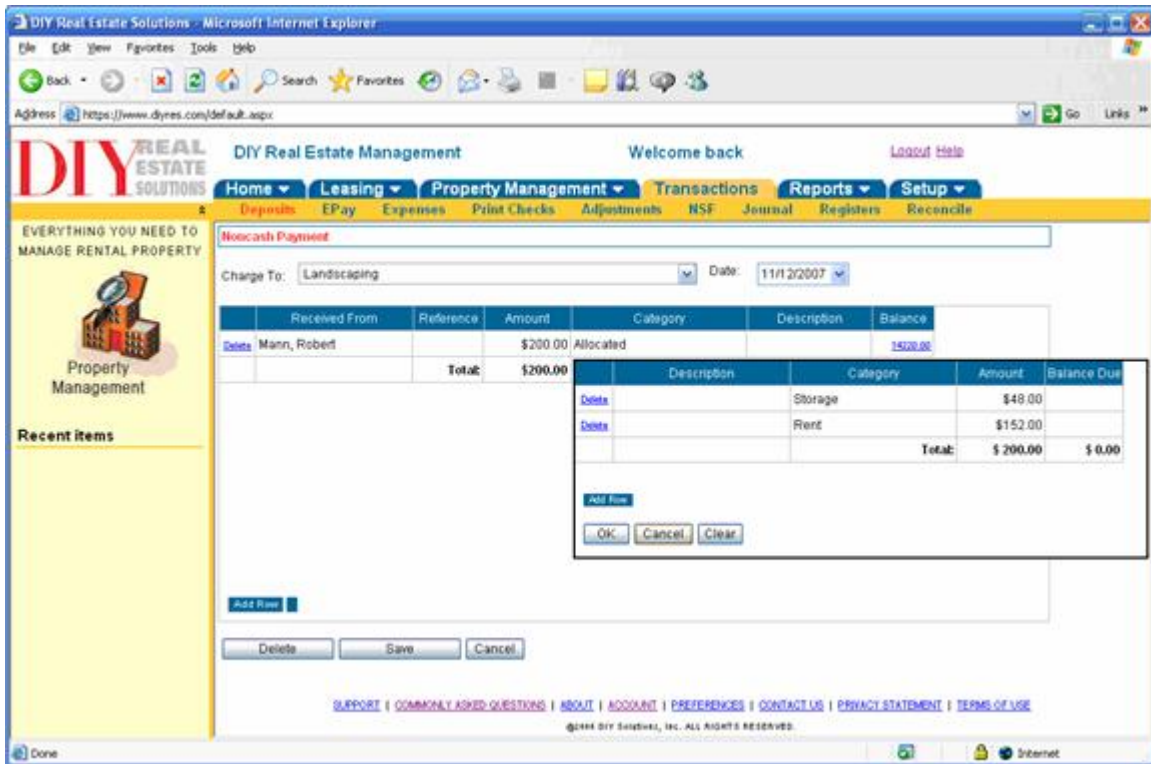


QUICK TIPS

Recording Non-Cash Resident Payments

Non-cash resident payments are a convenient way to apply a credit (or payment) to a resident's balance for work performed or to reimburse the resident for an expense. This handy feature, which is accessed from the "Journal" screen, allows you to record an expense while at the same time crediting a resident's rent.

Let's say a resident is an on-site manager who performs additional landscaping work. Using the "Charge To" drop-down menu, you would charge the expense to the "Landscaping" category. The remainder of the page works exactly like the Deposits page, where you will allocate the amount of the credit to the resident's outstanding charges.



You can also use non-cash resident payments to manually apply resident prepayments to outstanding charges. The “Resident Prepayments” category and any other prepayment categories you may have added are included in the “Charge To” drop-down list. Simply select the prepayment category as the Charge To category. Again, the remaining fields are treated just as if you were applying a regular payment using the Deposits page.

Have questions on using this convenient feature? [Contact our support team](#) for more assistance!

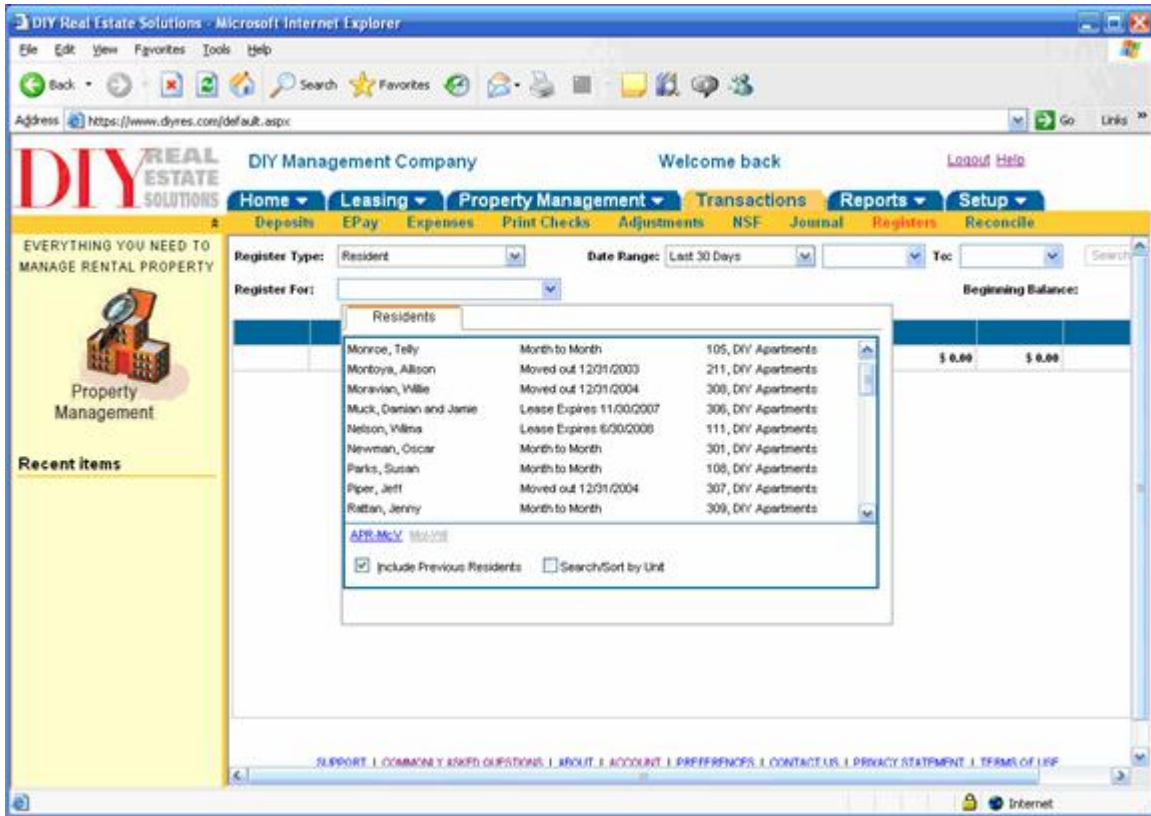
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NEW ON YOUR SCREEN

Enhanced Lookup Lists

Have you noticed the changes to your lookup lists? Resident, vendor, owner, category, property... not only have we made these lookup lists more helpful, but we've also improved their performance. Long lists are now subdivided using range links, which greatly reduces load time. And we've added a search feature that allows you to quickly find any record without having to scroll or select a specific range of data.



Have other ideas on how DIY can better meet your needs? [Contact us](#) and share your thoughts so our flexible and friendly property management solutions continue to add value to your business. We look forward to hearing from you!

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DIY NEWSLETTER FEEDBACK

How Are We Doing?

Welcome to the latest issue of ***News You Can Use***, your e-newsletter from **DIY Real Estate Solutions**. After publishing seven newsletters, we'd like to know how you've enjoyed and profited from the information they contain.

Our goal has been to provide insightful articles on industry trends, a first-hand look at our expanding offerings, and tips for optimizing your DIY property management software. Have we? Please take a moment to tell us how we're doing and [share your ideas](#) for making this newsletter more valuable to you.

Future issues will continue to profile DIY users and integration partners, so [click here](#) to be considered for this opportunity. Thanks again for your feedback!

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