



## NEWS YOU CAN USE

■ May 2008  
■ Volume 2, Issue 3

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### FEATURE FOCUS *Credit Screening*

DIY has made it incredibly easy to instantly run credit and criminal checks on all your applicants. Just enroll in our credit screening service, complete the quick setup (it's only two fields!) and you're ready to receive screening results in seconds with the click of a button.

This service is provided by our partner, **Credit Retriever**, and is fully integrated with your DIY data. This seamless integration saves time and improves accuracy by using applicant information you've already entered, eliminating the need to re-enter it. Plus, the screening results are stored automatically with each applicant to help you make better leasing decisions.

Ready to take the next step? Contact us for information on how to activate this powerful feature!

Do you have a suggestion for how to improve DIY's products and services? Are there any other features you'd like to know more about? Contact us so we can better understand your needs and continue delivering the industry's leading property management software for the Web.

## DIY NEWS *Spring Has Sprung at DIY*

It's been quite a busy spring at DIY!

In March we traveled to Washington, DC for the **National Apartment Association** (NAA) Capitol Conference where we met with members and vendors to discuss current trends and issues in the apartment industry. In April we participated in the **Texas Apartment Association** Trade Show and Educational Conference in Dallas, Texas. And we just returned from the **Apartment Association of Metro Denver** Trade Show and Educational Conference. It's always great to spend time with our clients and meet new friends.

Our Development team has also been busy turning your suggestions into reality. During first quarter 2008, we released these helpful user-requested features:

- Additional flexibility for Management Fee calculations
- New Leasing Fee calculations
- Options to easily transfer Cash between bank accounts and properties
- Functionality to define Groups for printing and viewing your properties
- Ability to assign any Cash Account to any property
- Budget Entry capabilities
- New reports...Unit Status, Budget Comparison P&L, Budget Overview, Balance Sheet

We have more enhancements in store, some of which will be released in the coming month. Read about them in next month's newsletter and of course, keep your suggestions coming in!



## QUICK TIPS

### *Vendor Insurance Certificate / Management Contract Dates*

Two important fields you should know about are the **Insurance Certificate Expiration** date on the Vendor Setup page and the **Contract Start/Contract End** dates on the Owner Setup page. If you work with insured vendors, use the Certificate Expiration field to track when their insurance certificate expires. The Management Contract dates track when your management agreements start and end.

If you enter information in these fields, DIY will automatically issue an alert 30 days before the expiration dates so you can take action before the documents expire. The Alert will appear on your home page. If the expiration date is not updated, you will receive another Alert on the actual expiration date.

The screenshot shows the 'DIY Real Estate Management' software interface. At the top, there's a navigation bar with 'Home', 'Leasing', 'Property Management', 'Transactions', 'Reports', and 'Setup'. Below this, there are two main sections: 'Notifications' and 'Properties'. The 'Alerts' section at the bottom is highlighted with a red box and contains the following entries:

Date	Description
1/31/2008	Insurance Certificate for Ace Locksmith expires 1/31/2008.
1/21/2008	Reminder for Vendor Ace Locksmith: Call regarding insurance certificate expiring.
1/15/2008	Insurance Certificate for Ace Locksmith expires 1/31/2008.
1/15/2008	Insurance Certificate for Aja's Hair Removal Service expires 1/15/2008.
12/31/2007	Insurance Certificate for Aja's Hair Removal Service expires 1/15/2008.

Have questions on using these convenient features? Contact our support team for assistance. You'll be glad you did!



## NEW ON YOUR SCREEN

### Three-Day Notices

What do you get when you link the Forms feature with the Late Fees page? The “Past Due Forms” button! With this helpful new feature, DIY can generate and print your three-day notices on demand.

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

**Late Fees**

Property: Ashland Rd

Initial Late Fee: Day of month to assess: [input] Late Fee Amount: \$25.00

Additional Late Fee: Day of month to first assess: 10 [checked] Daily Fee Additional Late Fee Amount: \$1.00

	Unit	Resident	Move In	Expiration	5/1/2008 Balance	Current Balance	Calculated Fee	Late Fees Charged this Month	New Charge	Charge to Resident
<input checked="" type="checkbox"/>	Unit 001	Johns Papaz	2/1/2006	MTM	21,357.73	<a href="#">21,357.73</a>	25.00	0.00	25.00	25.00
<input checked="" type="checkbox"/>	Unit 010	Abigail Adams	10/1/2006	MTM	17,540.00	<a href="#">17,540.00</a>	25.00	0.00	25.00	25.00
<input type="checkbox"/>	Unit 101	Susan Parks	8/1/2007	7/31/2008	7,041.00	<a href="#">7,041.00</a>	25.00	0.00	25.00	25.00
<input type="checkbox"/>	Unit 201	Kristyn McGeehan	5/22/2006	MTM	5,541.00	<a href="#">5,541.00</a>	25.00	0.00	25.00	25.00
<input type="checkbox"/>	Unit 202	Honey Locust	9/1/2007	8/31/2008	8,141.00	<a href="#">8,141.00</a>	25.00	0.00	25.00	25.00
<input checked="" type="checkbox"/>	Unit 203	Fred Zeos	3/24/2007	MTM	13,441.00	<a href="#">13,441.00</a>	25.00	0.00	25.00	25.00
<input checked="" type="checkbox"/>	Unit 4	arc Cavano	4/15/2007	MTM	13,574.33	<a href="#">13,574.33</a>	25.00	0.00	25.00	25.00
<input checked="" type="checkbox"/>	Unit 5	Robert Blake	4/1/2005	MTM	22,431.00	<a href="#">22,431.00</a>	25.00	0.00	25.00	25.00
<input type="checkbox"/>	Unit 6	Another Newtenant	9/1/2007	8/31/2008	5,911.00	<a href="#">5,911.00</a>	25.00	0.00	25.00	25.00

Select All Clear All Create Charges **Past Due Forms**

After charging late fees, click the “Past Due Forms” button to generate three-day notices. DIY provides a sample notice you can use as is or modify to meet your needs. You can also create a custom form from scratch by clicking the “Forms” menu option on the Setup tab.

For added flexibility, you can open and modify the standard three-day, making sure to click the “Save As” button to save your customized version to a new form. Or you can create a form from scratch by clicking the “New Form” link. Either way, make sure you select “Past Due” as the Category to ensure your three-day notice is available from the Late Fees page.

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

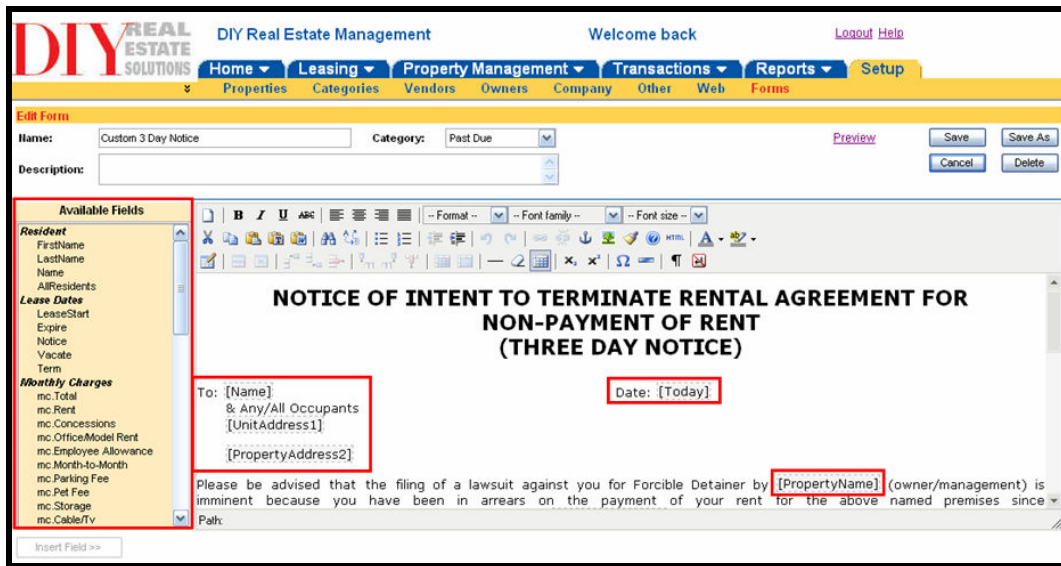
**Form Selection**

Category: Past Due  Include Samples

Select one or more forms from the list below and then click the 'Create Document' button to create the document(s) by merging data into the forms.

Category	Name	Description
<input type="checkbox"/> Past Due	<a href="#">Custom 3 Day Notice</a>	
<input type="checkbox"/> Past Due	<a href="#">Sample 3 Day Notice</a>	Sample 3 day notice

The DIY Forms feature works much like the mail merge feature in Microsoft® Word. You can select from a list of Available Fields on the left side of the Forms screen to pull DIY data into your form. To insert the desired fields in the form, position your cursor where you would like the field to be inserted, select the field from the list, and click the “Insert Field” button. You can preview and print your form using the “Preview” link.



From the Late Fees page, select the form to use and press the “Create Document” button. This will generate a three-day notice for each selected resident. You can print out the form using the printer icon, and you can also archive the form using the “Archive Document” link. Archived documents can be viewed from the Resident’s page using the Notes/Archives button. It’s that easy!

If you have any other suggestions for how DIY can better meet your needs, please contact us and share your thoughts. With your help, our flexible and friendly property management solutions can continue to add value to your business. Let us hear from you!

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## DIY NEWSLETTER FEEDBACK

*Making it Better*

*News You Can Use* is intended to provide you with insightful articles, a first-hand look at our expanding offerings, and tips for optimizing your DIY property management software. Please take a moment to share your ideas for making this newsletter more valuable to you. Future issues will continue to profile DIY users and integration partners, so contact us to be considered for this opportunity. Thanks for your feedback!

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DIY Real Estate Solutions ■ 767 Beta Drive, Suite A ■ Cleveland, OH 44143 ■ 866-602-9007 ■ [www.diyresolutions.com](http://www.diyresolutions.com)

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