



DIY REAL ESTATE SOLUTIONS

The Leading Property Management Software for the Web

NEWS YOU CAN USE

February 2009
Volume 3, Issue 2

IN THIS ISSUE

- Feature Focus..... 1099 Processing
- Quick Tips..... Monthly Owner Statement
- Industry Insights Collecting Debts Across State Lines
- New On Your Screen Time-Saving Search Features
- Newsletter Feedback..... Share Your Ideas



FEATURE FOCUS *1099 Processing*

It's that time of year! Use the 1099 Processing option on the Reports page to process and print 1099-MISC forms for all of your vendors and owners. You'll need the standard 1099-MISC forms that contain two forms per page. To get started, **review the 1099 designations** for your categories by clicking the Categories link at the top of the 1099 page (see below).

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

Home Leasing Property Management Transactions Reports Setup

Properties Categories Vendors Owners Agents Company Users Other Web Forms Schedule

EVERYTHING YOU NEED TO MANAGE RENTAL PROPERTY

Property Management

Search

Recent items

- Service Request 1
- Lease Honey Locust
- Property Ashland Rd
- Property 15 Water
- Property 14 E. Walnut

Categories

Expense - Maintenance		New Category	Inactive	1099 Box
* Maintenance / Operating			<input type="checkbox"/>	Box 7 - Non-Employee Comp
* Make Ready / Paint			<input type="checkbox"/>	Box 7 - Non-Employee Comp
* Contractor / Repairs / Cleaning			<input type="checkbox"/>	Box 7 - Non-Employee Comp
* Landscaping			<input type="checkbox"/>	Box 7 - Non-Employee Comp
* Exterminator/Pest			<input type="checkbox"/>	Box 7 - Non-Employee Comp
* Elevator Repair			<input type="checkbox"/>	Box 7 - Non-Employee Comp
* HVAC Services & Repaires			<input type="checkbox"/>	Box 7 - Non-Employee Comp
* Pool Services			<input type="checkbox"/>	Box 7 - Non-Employee Comp
Delete Repairs 1			<input type="checkbox"/>	
Delete Repairs 2			<input type="checkbox"/>	
Delete Repairs 3			<input type="checkbox"/>	
Delete Repairs 4			<input type="checkbox"/>	
Delete Carpet			<input type="checkbox"/>	
Expense - Utilities		New Category	Inactive	1099 Box
* Water and Sewer			<input type="checkbox"/>	

* Standard categories cannot be deleted.

Save Cancel

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

©2009 DIY Solutions, Inc. ALL RIGHTS RESERVED.

Be sure to set the correct 1099 box number for all of the categories you wish to report. We have predefined many of the standard categories for you. Next, **select "1099 eligible"** for all of the vendors and owners that require a 1099 by using the checkbox on the vendor or owner page. Access these pages via the Setup menu or by clicking on the vendor or owner name on the 1099 page.

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

Home Leasing Property Management Transactions Reports Setup

All Reports Rent Roll Delinquency Vacancy Unit Status Profit & Loss General Ledger

1099 Processing From: 1/1/2008 Through: 12/31/2008 Categories

1099 Eligible Vendors/Owners All Vendors/Owners for DIY Real Estate Management Co. View

Select All Clear All Print Audit List Print Selected 1099s Order 1099s

Vendor	Address	Tax ID	Phone	1099 Eligible	Box 1 - Rents	Box 7 - Nonemployee Compensation	Box 14 - Proceeds to Attorney
<input type="checkbox"/> ABC Services				<input type="checkbox"/>	\$0.00	\$600.00	\$0.00
<input type="checkbox"/> Cathy Jones				<input type="checkbox"/>	\$331.50	\$0.00	\$0.00
<input type="checkbox"/> DIY Real Estate Management				<input checked="" type="checkbox"/>	\$0.00	\$100.00	\$0.00
<input type="checkbox"/> Jason Brown			(123) 456-7890	<input checked="" type="checkbox"/>	\$773.50	\$0.00	\$0.00
<input type="checkbox"/> John Smith				<input type="checkbox"/>	\$13,722.00	\$0.00	\$0.00
<input type="checkbox"/> Local Community		1111111		<input type="checkbox"/>	\$100.00	\$0.00	\$0.00
<input type="checkbox"/> Lola's Bar				<input type="checkbox"/>	\$0.00	\$1,000.00	\$0.00

Review the Tax ID numbers stored and identify those that are missing. You'll want to ensure that all 1099-eligible vendors and owners have a tax identification number specified in the system. Also, you will be designating 1099 payers by Tax ID number so make sure the Tax ID is stored on the Company Setup page (accessed via the Setup menu). Keep in mind that any property that is its own tax entity should have its Tax ID number stored in the Property Setup page (also on the Setup menu) or on the Legal Entity page if the legal entity holds multiple properties.

The 1099 page will **generate 1099s for each entity** (management company and/or legal entities and/or properties) that contains a Tax ID number. If you are a fee manager, confirm that none of the properties owned by others contain a Tax ID number.

Once your 1099 data is set up, you can review the payers, payees and total per 1099 box on the 1099 page. We have also provided an **audit report** for your convenience. Each amount is linked to details on the transaction.

After reviewing the 1099 data, **select the payee** to process by clicking the Select All button or by checking the checkbox in the first column and click the Print 1099s button. The forms will display on your screen just as other DIY reports do. To **print**, click the printer icon on the 1099 page. You can find some helpful tips on adjusting your printer spacing in the Online Help under Using DIY/Reports/Controlling Printer Output if necessary.

[Back to Top](#)



QUICK TIPS

Monthly Owner Statement

The Monthly Owner Statement has been improved to provide you with more options. Now you can select to generate the report by owner and the amounts reported will represent that owner's ownership percentage only. Also when the owner statement is run by owner, the owner deposit and owner payments will only reflect those owner's amounts. Conversely, if you need to report a property's income and expenses in their entirety, simply choose to run the Owner Statement *by property*. A new total line has been added to reflect the available balance less owner deposit. This new line only prints if this amount differs from the available balance amount.

[Back to Top](#)



INDUSTRY INSIGHTS

Collecting Debts Across State Lines

With Irv Pollan, President of NCC Business Services

What happens when your tenant moves to another state, and he or she has a delinquent account? How does your local collections company handle that situation? It's important to know the answer because the wrong answer could cost you money and open your company to litigation.

According to Pollan, twenty-eight states require licensing for debt collections. That means if a tenant of yours moves to one of those states, your collections agency needs to be licensed in that state. Otherwise, they can't contact your tenant. To do so would be against the law. That means a non-licensed collector would have to either let the tenant go without paying or contact him illegally. The latter is actually the worse scenario because you could be sued if your agency breaks the rules – even if you didn't know about it. Fair? Maybe not. However, just being named in a lawsuit is a hassle you want to avoid.

Says Pollan: “At NCC, we have a surety bond from the American Collectors Association to protect you. We have liability insurance to protect you as well. If we were to break the law, you'd be protected from errors and omissions. And of course, we are licensed to collect across state lines. We won't break the law. We will recover as much as we can in a professional and legal way.”

Look for more tips from Irv Pollan and other industry experts in future issues of News You Can Use or visit http://www.diyresolutions.com/diy_direct_property_management_services.htm to learn more about DIY's integrated debt collections options.

[Back to Top](#)



NEW ON YOUR SCREEN

Time-Saving Search Features

We are proud to announce the addition of several search capabilities! Check out the new Search box in the yellow bar on the left side of your DIY screen. This search feature will search through all of the important files to quickly locate your inquiries, applicants, tenants, properties, vendors, leasing agents and owners. You can fine tune your search by using the Search page found on the Home menu.

Working in conjunction with the search feature are new Search Tag fields on the vendor, leasing agent and owner pages (see below). Designating search tags on these records will allow you to find them quickly using the search feature. You can designate your vendors by the type of service they provide or designate your owners by the property types they own or any other way that helps you save time.

The screenshot shows the 'Vendor' record form in the DIY Real Estate Management Co. software. The form includes fields for Company (Ace Locksmith), Contact Name (John), Tax Identification (231-87-9432), Insurance Certificate (1099), Expiration (10/1/2008), and Search Tags (locksmith). The Search Tags field is circled in red. The interface also features a navigation menu with options like Home, Leasing, Property Management, Transactions, Reports, and Setup. A search box is visible on the left side of the screen.

There is also a new Amenities page (there is a link on the Properties page) where you can designate amenities for your properties and units. These amenities are also used with the search feature, so finding the right property is now a snap.

Assigned Amenities: Ashland Rd [Edit Standard List](#)

Assigned	Description	Sort Order	Shared
<input checked="" type="checkbox"/>	Close to Schools	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Close to Shopping	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Covered Parking	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Elevator	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Air Conditioning	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Cable-ready	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Ceiling Fans	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Close to Gym	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Close to Major Interstates	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Dishwasher	0	<input checked="" type="checkbox"/>

[Add Amenity](#)

Unit Type: **1 Bedroom, 1 Bath**

Assigned	Description	Sort Order	Shared
<input type="checkbox"/>	Air Conditioning	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Cable-ready	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Ceiling Fans	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Close to Gym	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Close to Major Interstates	0	<input checked="" type="checkbox"/>

[Add Amenity](#)

[Save](#) [Cancel](#) Changes will immediately be updated on published web pages.

https://www.diyres.com/AssignAmenity.aspx?PropertyId=45

[Back to Top](#)



NEWSLETTER FEEDBACK

Share Your Ideas

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!