



Quality Rental Forms...and Much More

GUEST CARD >> APPLY ONLINE >> SEND TO SCREENING >> MOVE IN PAPERWORK >> E-SIGNATURES

DOCUMENT STORAGE >> LEGAL NOTICES >> CUSTOM FORMS >> UNIT INVENTORY >> WORK ORDERS SYSTEM

ADVANCED DOCUMENT CAPABILITIES >> POWERFUL USER MANAGEMENT >> CUSTOMIZABLE REPORTS

Screening offered through our partners; we are not a screening company.

Why use *TenantTech* Cloud-Based Documents and Property-Management Software?

- *TenantTech is the fastest, easiest, and most accurate way to create and store all of your required management paperwork*
- *TenantTech pays for itself in time saved and ensures that the correct documents are permanently stored and always available*
- *More than 1 in 3 Oregon rental units are managed through our system*
- *Our clients include Princeton Property Management, Cascade Management, Quantum Residential, GSL Properties, Cambridge Real Estate Services, C&R Real Estate Services, Guardian Real Estate Services LLC, Summit Real Estate Management, Income Property Management, Bunting Management Group, Simpson Property Group, Carla Properties, Regency Management, The Management Group, Shelter Management, WPL Associates, Realvest Asset Management, Sterling Management Group, Dalton Management, Bowen Property Management, Affinity Property Management, and many more companies large and small*
- *Bank-grade SSL encryption between the server and web browser, secure cloud document storage, encryption of key data points, password-protected user accounts, advanced user permissions, continuous real-time data replication, daily backups, and other measures ensure that your sensitive data is safe and secure*
- *Electronic Signatures for a paperless leasing process*
- *TenantTech is a true cloud-based Software-as-a-Service system that automatically scales up as needed throughout the day so that it's always fast and responsive*
- *NEW! Take credit card payments during the online rental application process (See separate flyer)*

Watch some of our training videos to see what the program looks like and how it works:

<http://www.tenanttech.com/trainingvideos>

*** Contact us for a complete list of forms for your state, including affordable and single-family ***

Legal issues

- ***Exclusive authorized distributor of the Multifamily NW forms***—Multifamily NW (formerly Metro Multifamily Housing Association) has chosen Tenant Technologies as the only company that can distribute their electronic forms. Each form is customized at the top with your company logo, if desired, at no additional cost.
- With printed forms, you and your on-site managers must be sure to keep up with the latest forms *on your own using manual systems*. You must throw away discontinued forms and purchase new ones

immediately, or you risk using a form that is no longer up to legal standards. It's all too easy to lose track and not maintain correct printed forms at some properties.

- With TenantTech, you know your forms are *always* up to date. As soon as a form is updated, it's immediately in use by your on-site managers with no additional thought or effort.
- Forms change quarterly, or more often in the case of urgent legal changes; sometimes the changes are minor, sometimes they are quite significant. And new forms are added, as well. With TenantTech everything is done for you. You won't have to throw out sets of printed forms and order new ones. And the alternative—keeping the old versions until they run out—means you might be using outdated forms literally for years.

Saving time = Saving money

TenantTech pays for itself every day in the time saved by on-site managers and central-office personnel in preparing and managing documents, and performing other tasks.

- *Fast and easy*—On-site managers enter unit and tenant information only once, then print the forms they need automatically. They no longer need to write residents' names, the property name, unit number, address, and other information on *every* form by hand. With TenantTech, a complete move-in package can be filled out, printed, and completely done in a couple of minutes. It's that fast and easy...and the clean-looking results will impress.
- *Automatic calculations*—All calculations are done automatically for all forms as they are filled out, including complex pro-rates.
- *Guided move-in and move-out processes*—Moving residents in has never been faster or easier: enter resident info, minors, vehicles; select the forms you want from pre-built groups; fill out the form data; print your perfect move-in package.
- *Print for Multiple Units*—Take the example of a notice that must be printed for every unit in a 50-unit property. Filling in all those forms by hand would take a lot of time and might result in a pretty sore wrist as well. With TenantTech, all 50 notices could be filled and coming out of the printer in less than a minute (we kid you not!).
 - *This feature alone (we call it "Print Multi") turns on-site managers into lifelong devotees of our program, simply because of the joy of getting so much done with so little effort.*
- Our *Resident Reference* feature will also save lots of time for managers. When screening companies call for a reference on a past tenant, the manager no longer has to find the old file and interpret it. Instead, they go into the Resident Reference feature, enter the tenant name, and pull up the reference. It's ready for faxing and only contains the correct information screening companies require—customized exactly as you want it. The thousands of references in our system attest to the popularity of this feature.
- *Custom defaults* allow managers to fill out forms faster because information like Special Lease Provisions, utilities, late fees, etc., is all automatically filled in for each new lease. "Set it and forget it."
- *Data saving*—All data entered for **every** form is saved. Fill out a form today, pull it up 6 months or 6 years later, and everything typed on the original is there and available for editing. Make a tweak, click Print, and you're done. Over time, the minutes saved by no longer looking up information and pulling paper files adds up to many hours of time saved.
- *Document History*—Instantly pull up the actual PDF of any document created for any resident, even if they moved out years ago. Search document history by keyword, date, or document type.
- *Screening company interfaces*—As soon as an applicant is approved by the screening company, they appear in TenantTech ready to be assigned to a unit with a couple of clicks. (Currently in use by Background Investigations and Pacific Screening, but let us know your screening company and we'll talk to them about adding this service.)
- *Send to screening*—Send application data to one of our screening partners for an instant result, or a 24-48 hour traditional screening. Either way, the results come back to TenantTech automatically.

- *Emailing forms*—Completed forms can be emailed as PDFs from within the program, so residents can review ahead of time.
- *Instant global search*—Find units, residents and vehicles instantly from any screen by typing a few letters in our global search field. Results narrow as you type.
- *Electronic signatures*—Using TenantTech E-Sign, a manager can create a move-in package and have all documents signed and stored without ever using a single sheet of paper. The entire process can even be done on an iPad.
 - *Fully legal*—Federal and state governments have enacted laws that ensure an electronic signature is as valid as a pen-and-ink signature, and TenantTech’s custom implementation of e-signatures fully complies with those laws.
 - *Biometric signature capture*—That’s a fancy way to say that we allow managers and residents to use a mouse or finger (such as on an iPad) to visually sign their name, just as they do on paper
 - *Workflow integrated*—The e-sign process is built into the workflow as an optional method of signing documents, **at no additional cost**
 - *Long-term storage*—Signed documents are stored as long as your TenantTech account is active
 - *Sign by email*—Managers can instantly email residents the documents for signing. Residents can sign on their own computer and never even visit the office. Or conduct the signing from the office if residents are present; or split them up; it’s your choice.
 - *Available*—The final signed PDF is available to every resident through a secure emailed link, and is available to TenantTech users who have the proper permissions. They can go into Document History and review any document, signed or unsigned, then print or email them as needed. Attached to the PDF is a final page showing who signed, exactly when, which can be taken to court as proof of resident signature
 - *Locked down*—The visual image of each resident’s signature is applied to documents one by one as they read and accept each document, along with the date, time, and a special code. Each signing action is logged by the date and exact time and linked into our database to prove what happened.
 - *Stored on secure cloud servers*—In the final step, the PDF of all signed documents is generated and then stored on secure cloud servers. Each PDF is mirrored across multiple data centers with durability of 99.999999999%. Even a concurrent data loss in two facilities will not cause a loss of the PDF.

Productivity and accuracy

Another major reason why so many top management companies use our software is the boost to their productivity and accuracy. Most on-site managers we talk to say they couldn’t live without our software; simply put, once they try it, they are hooked on the speed and precision of the program.

- Efficiency in one area tends to increase productivity in other areas. If a manager can spend 30 minutes less time each day doing paperwork, that’s 2-1/2 hours a week free to do other things. Leasing, giving tours, making calls, performing market rent surveys, keeping up with maintenance requests, helping residents.
- *Accuracy*—It’s not always easy to figure a correct prorate with a calculator. Even if you don’t mind spending the time, it’s possible to mistype or otherwise get an incorrect result. With TenantTech, prorates and other calculations are done automatically. Mistakes are much less common. Just enter the dates and amounts, and the program does the rest. Choose from a variety of pro-rate methods and rounding methods. Plus our separate, instant pro-rate calculator lets managers advise future residents on move-in amounts without doing any paperwork.
- No inventory, no waiting for shipments, no discontinued forms to throw away. These things all take time and effort which would be better spent elsewhere.

- *Unlimited use of forms*—No “clicks” to purchase or keep track of, no worries if you find a typo after printing a lease package and need to reprint the whole thing. With TenantTech, you get truly unlimited use for your monthly subscription: print 100 forms or 10,000, it’s the same price.
- *Favorite forms*—Make any form a favorite with one click, then it appears in your customized “Favorite Forms” group on the Forms & Docs page.
- *Form packets*—Do you have some forms that you always want used together? Want to create your own move-in packet that always contains the same forms? We have a tool for that. Form packets look and function like a single form, but they actually contain multiple forms.

Professionalism and employee retention

- *Professionalism and readability*—Because nothing is hand-written, the completed forms themselves always look highly professional and every word is easy to read. This a factor that can help contribute to your ongoing success. Hold a hand-filled form next to one that has been computer-generated, and the difference is shocking.
 - And there’s no question of readability... “is that a 7 or a 2?” ...every word and number is perfectly printed, every time.
 - If and when you go to court, the judge can instantly see that your documents were created in a computerized system
- *Employee retention*—On-site managers love TenantTech because of how quickly and accurately they can produce the documents they need. We hear it a lot. And employees who are happy about the work they do are more likely to remain happy, productive employees. This can result in lower turnover, reduced training costs, happier residents, and more profitable properties.

Management controls

- Ideally, on-site managers would always use the correct forms for certification, move-ins, and at other key points in the process. With TenantTech, this is made easy. Once we set up your customized Form Groups, managers can find the right forms instantly.
- Our “Move in Residents” feature allows you to specify exactly which forms will be required for a move-in, and which are optional. Missing a single important form during move-in can result in problems later, and that possibility is greatly minimized with our software because managers are guided through the process.
- Management also has the ability to log in and see what’s happening at properties. Take a look at the tenant lists, run reports, even generate documents, all from any computer or mobile device.
- See exactly what work on-site managers have been doing (which apartments they worked on, which forms they generated, etc.), and when they did it, with our powerful User Action Logs feature.
- Make corporate documents available to all users via our Uploaded Documents feature. Employee manuals, employment-related forms, spreadsheets, time cards—you can upload any document you can think of and it’s immediately available to all properties or select properties.
- *Precise user permissions*—Set user permissions based on user type, or use our defaults. Don’t want managers to see a certain report? Only want portfolio managers to see a certain function, and hide it from on-site managers? It’s easy with TenantTech, because each aspect of the program is wrapped in user permissions that are tied to user types.
- *Assign users to properties*—Any user can be assigned to any single property, or to multiple properties. Users can only see data for the properties they are assigned to.
- *Detailed document control*—With our powerful back-end systems for managing documents, you can decide exactly which properties get which documents, and even down to showing and hiding certain documents based on affordable housing type at the unit level.

- *Custom letter templates*—Write your own letters in the system and push them out to all properties with a single click. For example, if you have a lease-renewal letter that everyone should use, you can enter it in the system yourself. These are “templates” because you can set them up to auto-fill property information, unit information and resident information, just like regular forms in TenantTech. Even put in custom variables; for example, “If you sign a new 1-year lease, your rent would be _____” and when the manager goes to fill out the letter, they type in the amount desired and it’s merged with the other resident information automatically.

Not just forms

The TenantTech software is not just forms. **It’s a property-management system.**

- *Reports*—Our customized reports give you incredible speed and flexibility. Birthday list? No problem. Rent roll? Easy. Vacancy list? Done. All vehicles registered to residents? Standard.
 - View lease expirations by unit type and month of expiration
 - Resident report showing contact and other information by resident
 - Minors report (showing all children at the property)
 - Renter’s insurance report
 - Unit inventory report
 - Unit inspection report: see exactly what needs to be repaired and replaced in all units
 - *Many more*
- *Resident contacts*—Our contact summary allows managers to find a resident’s phone number quickly and easily without having to pull a file.
- *Dashboard*—See what’s happening in one place: current and upcoming vacancies, notifications, prospects and traffic. Quickly start a move-in or move-out, or run a rent roll with one click.
- *Manager’s Log*—Our locked-down electronic Manager’s Log replaces spiral notebooks and other methods of logging. Once an entry is written and saved, it is time- and date-stamped and cannot be modified by any user of the system. The resulting log can be printed and taken to court, or searched and referred to as a report in the system.
- *Notes and attachments*—Attach files such as photographs or scans of documents to any unit or to individual residents. Add notes as well, which can be automatically copied to the Manager’s Log if desired.
- *Automated reminders*—As part of your resident-retention system, you can easily set up reminders to let you know when leases are expiring and other milestones. Set up lease-expiration reminders, move-in follow-ups, resident birthdays, minors turning 18, renter’s insurance expiring, and affordable-housing recertifications. These are “set it and forget it” reminders: once you create a reminder, the system automatically sends you an email and/or notification within the system. Even set up multiple reminders for one type, so you can be alerted 90 days before lease expiration, then 30 days before, then the day before or on the day.
- *Track renter’s insurance*—Enter all the details necessary to track renter’s insurance, and print the results in an easy report.
- *Guest card and prospects*—Our full prospects system allows managers to fill out a guest card at any time, even while working on forms for an existing resident. Guest card data can be printed, or an online rental application emailed to the prospect. When ready, convert the prospect to an applicant. Traffic reports show you all of your prospect activity by date and source.
- *Resident history*—TenantTech follows the full life-cycle of residents: prospect, applicant, incoming resident, current resident, previous resident. Along the way you’ll find numerous handy features to save time and effort during the process.
- *Unit inventory*—Keep track of every asset in every unit, the way you want to. Dishwashers, garbage disposals, refrigerators...even carpet, drapes, and paint. Anything that’s in a unit can be entered into the

system and tracked. Enter serial numbers, date purchased, location purchased, expected service life, and much more. Print reports as needed, and link to our Maintenance Module.

- *Unit Inspections*—Easily inspect the unit using this built-in feature, inputting data as you go on your web-connected tablet or later on your desktop. Inspections can be customized for your needs, and intuitive reports let you see exactly which units need exactly what type of work.
- *Maintenance Module*—Our powerful work-orders system offers many time-saving features.
 - Create work orders for any unit or common areas
 - Break a work order into individual tasks
 - Assign those tasks to maintenance staff or vendors
 - Link tasks to specific unit-inventory items. Just installed that new fridge and it's already needing a service call? Link to it from the work order to build a service history.
 - Track individual parts that you inventory
 - Instantly send text messages to the phones of maintenance staff so they know they have a new task
 - Generate the official MMHA maintenance-request form with one click
 - Add notes
 - Track permission to enter, entry concerns, best time to enter, date completed, work done, and more
 - Print easy-to-read work orders
 - Track mileage and time by employee
 - View several maintenance-specific reports to see work orders, tasks, time, and mileage exactly how you want them reported
 - *Note: this is an add-on module that is priced separately from the basic TenantTech system. Talk to your TenantTech sales rep about pricing and features*
- *Online Rental Application*—Email a link to your prospect with one click. The prospect clicks the link and starts filling out the application online. Once they're done, they sign electronically and the data appears in TenantTech instantly. The manager can view but not edit the data. The manager can return the application to the applicant with a note in case something is missing or looks wrong. Once the manager is satisfied, they can send the data to one of our screening-company affiliates for the background check (if desired). Or simply print the application as a beautiful PDF for faxing to the screening company of your choice. Once the results come in, mark the applicant(s) as "Approved" and start the guided move-in process by selecting a unit, entering additional information (vehicles, animals, minors), and generating the necessary forms...all from the Applicants screen.
 - *Take payments too—Your applicants can pay the screening charge via credit card or debit card at the time of submitting their application. The funds are deposited directly into the property's operating account approximately 2 days later.*

Miscellaneous advantages

Here are some final thoughts we couldn't squeeze into the other sections...

- *Web based: access your forms from anywhere*—Whether you're in the office, at home, on the road, or just hanging out at Starbucks, you can access TenantTech through your web browser. It's as easy as logging on to any other website.
- *Works on mobile devices*—Use an iPad? No problem, the system works beautifully. Even access it on your smartphone.
- *No long-term commitment*—You only pay for 3-month periods and can cancel any time. Start with just one property, or a handful. We know you'll want to sign up the rest when you see how much time and effort you're saving with TenantTech.
- *Custom forms*—Getting your custom forms online is as easy as emailing them to us. That's right—just send us your forms and we'll drop them into our system so you can start using them right away.

- *Company logo*—Each form is customized at the top with your company logo, if desired, at no additional cost.
- *Phenomenal, personal customer service*—We pride ourselves in offering the best customer service to our clients. Whether it's answering a quick email, explaining how to use a new feature, or providing an in-depth training webinar for 20 managers, we do it all with a smile, and all for free. Because we know that even though our product is software, property management is really a people business...and our software is just a tool to make people's lives and jobs easier.

Cost

- TenantTech is only \$0.65/unit/month in Oregon, Washington, Idaho, Nevada, California, and Arizona. For example, a 100 unit property would pay \$65.00 per month. This gives you unlimited use of the forms: print as many as you like without paying extra. There is also a one time setup fee per property of \$90.00.
- We do not charge per "clicks" or per usage. Print 100 forms or 1,000 a day, and pay the same cost.
- Consistent billing every 3 months makes it easier to establish budgets for the year.
- Cost includes:
 - FREE import of all unit and resident data
 - FREE custom forms (for companies with 500+ units; otherwise, an hourly fee may apply)
 - FREE unlimited technical support via toll free phone or email
 - FREE training
 - FREE unlimited user accounts to access the web based system, which you can set up yourself at any time in a few seconds
 - FREE updates and upgrades to the basic system
 - All cloud hosting, data storage, data backup, security, etc.