



# Understanding Reports eSite

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# Introduction

eSite contains one of the most extensive and flexible reporting solutions in the property management industry. By providing 97 standard reports, eSite is built to satisfy today's property management reporting requirements. In addition, eSite **lets you generate customized reports based on enhanced sets of sort and selection criteria and allows you to choose how to output the generated report with the following options:**

- **Display the results on screen**
- **Display and save the results in PDF format**
- **Display and save the results in an Excel spreadsheet**

Although all eSite reports are excellent management tools, certain reports are recognized as industry standards for ensuring effective management and balancing control over leasing, marketing and financial data. This document profiles a sampling of reports and is intended to illustrate the power and comprehensiveness of the reports delivered with eSite.

# Reports by Category

## Management Reports

Rent Roll  
Delinquency  
Occupancy & Availability  
Apartment Ready  
Delinquency Detail  
Apartment/Unit Availability  
Rent Roll Recap  
Property Status  
Market Rent Schedule  
Rentable Items Rent Roll

## Leasing Reports

Prospect Detail  
Waiting List  
Leasing Summary  
Weekly Boxscore  
Expected Daily Activity  
Expected Move Ins  
Lease Beginning  
Marketing Status  
Daily Activity  
Advertising

## Renewal & Forecast Reports

Lease Expiration  
Lease Renewals  
Renewals Summary  
Rent Increase Eligibility  
Rent Forecast  
Proration Forecast

## Accounting Reports

Deposit Journal  
Collected Deposits  
Adjustment Journal

Misc. Income Journal  
Returned Items  
Security Journal  
Refund Journal  
Write-Off Journal  
Reconciliation  
Rent Summary  
Monthly Income  
Ledger Summary  
Unapproved Journals  
Other Income Reconciliation  
Management Fee Summary  
Non-Cash Transaction Journal

## Audit Reports

Resident History  
Lost Rent  
Security Deposit Audit  
Balance Exceptions  
Exceptions  
Selected Charges & Payments  
Simple Resident History  
Scheduled Charges Audit  
Aged Delinquency Reconciliation

## Resident Reports

Birthday List  
Search Items  
Demographics  
Resident Profiles  
Memo  
Alpha Listing

## Misc. Reports

Rent Status  
Rent by Type  
Compliance Administrator  
Lease Rent  
Daily Pricing Sheet

Activity List  
Mailing Labels  
Corporate Client Delinquency  
Premium Received

## Setup Reports

Amenity List  
Building List  
Cancel/Denial List  
Corporate Clients  
Fee List  
Guest Action List  
Income Code List  
Late Notice List  
Least Type List  
Leasing Agent List  
Marketing Sources List  
Memo Form List  
Move Out Codes  
Occupant List  
Property List  
Rentable Item List  
Return Type List  
Search Topic List  
Apartment List  
Apartment Type List  
User Tables List  
Apartment Default Charges

## Building Reports

Rent by Type by Building  
Rent Roll by Building  
Rent Forecast by Building  
Market Rent Schedule by Building  
Marketing Status by Building  
Monthly Income Summary by Building  
Reconciliation by Building  
Property Status by Building  
Occupancy and Availability by Building

# Management Reports

## Rent Roll Report

This report lists residents for a selected property along with their name, resident status, unit square footage, market and actual rent amounts, move-in dates, lease terms, lease expiration dates, notice and move-out dates, security deposit amounts and current account receivable balances.

### Selection Criteria

Items chosen from this list determine what information will print on the report and the level of detail displayed.

- Include Current Resident
- Include Applicants
- Include Waiting List Applicants
- Include Cancelled Applicants
- Include Previous Resident
- Future Charges
- Print Responsible Guarantor Only
- Select Report Style (Standard or Compressed)

**Note:** In order for this report to tie out to other eSite reports, it must be run with the following criteria selected: Include Current Resident, Include Applicants, Include Waiting List Applicants and Include Cancelled Applicants. Include Previous Residents must be set to Always.

### Restrictions

Restrictions are listed as selection criteria above.

### Sort Order

The report data is sorted in unit order and lists all active charges for leased units.

### Totals & Sub-Totals

Totals of LEASE CHARGES and SECURITY/OTHER DEPOSITS for each lease are listed. Property Totals are listed for each selected property. Grand Totals are listed if more than one property is selected when the report is generated.

### Note

If a resident does not have a Current lease status, such as Current, Transfer, or Notice, then the lease charges for that resident are followed by an asterisk and are not included in the property totals. **Example:** Rent 500.00 \*

### Report Legends

Report legends for income codes, resident and unit statuses are listed on the last page of the Rent Roll Report.

## Understanding the Rent Roll Report Calculations

Looking at report data can be confusing if you do not have a clear understanding of how the system calculates report fields. This section walks you through some of the report field calculations that users commonly question. When applicable, this section also includes tie out information.



**Note:** This topic pertains to certain sections of the report. To view the complete Rent Roll Report, refer to your eSite system.

SSI410  
12024  
Select: 05/31/04  
50 Unit , 50,510 Sq. Ft.

**Rent Roll Report**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 31, 2004**

Page: 1  
05/2004  
07/23/04  
15:58

Unit	Unit Type	Status	Names	R S	Sq.Ft.	Market Rent	Code	Lease Charges	Gross Possible	Actual Potential Charges	M/I Date	M/O Date	Lease Expires Term	Sec/Other Deposit	Ending Balance
01 - 101	11CA	OC	Dr Chaim Rosenweig	C	800	1,245.00	RENT	1,245.00	1,245.00	1,245.00	08/15/03		01/30/04	400.00	0.00
	DT1	N					APPLI	20.00					6	0.00	
							GARPK	50.00							
							CONCS	75.00-							
							<b>Total:</b>	<b>1,240.00</b>							

Field	Details
<b>A</b> <b>Gross Possible Rent</b>	<b>Occupied Units</b> If the unit is occupied, this is the sum of the active recurring charges for which the Income Code's Potential flag is set to Y. <b>Vacant Units</b> If the unit is vacant, this is the Unit Market Rent.
<b>B</b> <b>Actual Potential Charges</b>	The actual amounts charged this period, that are due in the current accounting period. <b>What is Potential Rent?</b> Potential Rent is the total income that could be received if all vacant units were leased at full market value + current potential charges for occupied units.
<b>C</b> <b>Sec/Other Deposit</b>	Line 1 provides the resident's On Hand Security (subject to minimum) amount. Line 2 provides the resident's On Hand Other Deposit amounts.
<b>D</b> <b>Ending Balance</b>	This provides any unpaid recurring charges and/or unpaid security deposit amounts.

<u>Market Rent</u> 72,605.00	<u>Lease Rent</u> 28,305.00	<u>Gross Possible</u> 61,695.00	<u>Actual Potential Charges</u> 23,330.96	<u>Security Deposits</u> 10,150.00	<u>Other Deposits</u> 100.00	<u>Total Deposits</u> 10,250.00	<u>Ending Balance</u> 16,403.71
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)

Field	Details
<b>A Market Rent</b>	The sum of each unit's Market Rent amounts. <b>What Does This Number Tie To?</b> <ul style="list-style-type: none"> <li>• Rent Roll Recap Report, Market Rent field</li> <li>• Reconciliation Report, Market Rent field</li> </ul>
<b>B Lease Rent</b>	The sum of each unit's Lease Charges that have an Income Code Type of Rent.
<b>C Gross Possible</b>	The sum of each Occupied unit's Active Recurring Charges for which the Income Code Potential flag is set to Y and each Vacant unit's Market Rent.
<b>D Actual Potential Charges</b>	The sum of all actual amounts charged this period that was also due in the current accounting period.
<b>E Security Deposits</b>	The sum of all resident's Security On Hand amounts, subject to minimum.
<b>F Other Deposits</b>	The sum um of all resident's Other Deposits On hand amounts.
<b>G Total Deposits</b>	<b>Calculation:</b> Security Deposits Total + Other Deposits Total = Total Deposits <b>What Does This Number Tie To?</b> Rent Roll Recap Report, Security Deposits section, Ending Balance field
<b>H Ending Balance</b>	The sum of all resident's Ending Balance amounts. <b>What Does This Number Tie To?</b> <ul style="list-style-type: none"> <li>• Reconciliation Report, Current Month Balance Due less Prepaid</li> <li>• Rent Roll Recap Report, Ending Past Due &amp; PPD (prepaid) fields</li> </ul>

## Rent Roll Report - Field Descriptions

Field	Description
<b>Apt.</b>	The Unit Number.
<b>Type</b>	The Unit Type and Sub-Type, if applicable.
<b>Apt. Status</b>	The Unit Occupancy Status abbreviation. <b>Example:</b> CA = Construction Available, OC = Occupied, VL = Vacant Leased and so on
<b>Names</b>	If the unit is leased or occupied, the primary resident name on line 1 and any additional occupant names on the subsequent lines. If the unit is vacant the description of the lost rent income code for the unit is listed.
<b>R S</b>	The Resident Status abbreviation. <b>Example:</b> A = Applicant, C = Current, L = Leased and so on
<b>Sq.Ft.</b>	The total square feet per unit.
<b>Market Rent</b>	The unit market or street value, which may differ from the rent amount actually billed to the resident leasing the unit.
<b>Code</b>	The Income Code used to identify each active recurring charge. <b>Example:</b> PET for Pet Deposit
<b>Lease Charges</b>	The recurring charges for each income code, along with totals. <b>Note:</b> There will be one line for every active recurring charge.
<b>Gross Possible</b>	If the unit is occupied, this is the sum of the active recurring charges for which the Potential flag is set to Y. If the unit is vacant, this is the Market Rent.

Field	Description
<b>Actual Potential Charges</b>	<p>The actual amount charged this period, which is due in the current accounting period.</p> <p><b>What is Potential Rent?</b></p> <p>Potential Rent is the total income that could be received if all vacant units were leased at full market value + the current potential charges for occupied units.</p> <p><b>Note:</b> If the unit is Vacant, this field is blank.</p>
<b>M/I Date</b>	<p>If unit is occupied, the Actual Move In date.</p> <p>If the unit is Vacant, this field is blank.</p>
<b>M/O Date</b>	<p>The Actual Move Out date.</p> <p>If the unit is Vacant, this field is blank.</p>
<b>Lease Expires</b>	<p>The date the current lease will expire.</p> <p>If the unit is Vacant, this field is blank.</p>
<b>Term</b>	<p>The lease term.</p> <p>If the unit is Vacant, this field is blank.</p>
<b>Sec/Other Deposit</b>	<p>Line 1 – Security On Hand, subject to minimum.</p> <p>Line 2 –Other Security Deposits On Hand.</p> <p>If the unit is Vacant, these fields are blank.</p>
<b>Ending Balance</b>	<p>The Ending balance for unpaid recurring charges and/or unpaid security deposit amounts.</p> <p>If the unit is Vacant, this field is blank.</p>
<b>Lease Total</b>	<p>The sum of active recurring charges listed, per unit.</p>

## Property Totals

Field	Description
<b>Market Rent</b>	<p>The sum of the Market Rent amount per unit, which is used to calculate the Market Rent total for the property.</p> <p><b>Calculation:</b> Sum of Unit Market Rent (for each unit) = Property Total</p>
<b>Lease Rent</b>	<p>The sum of the Lease Rent amount per lease, which is used to calculate the Lease Rent total for the property.</p> <p><b>Calculation:</b> Sum of Lease Rent for each Current, Notice or Transfer status lease listed. = Property Total</p>
<b>Gross Possible</b>	<p>The sum of the Gross Possible amount per lease, which is used to calculate the Gross Possible total for the property.</p> <p><b>Calculation:</b> Sum of Lease Rent for each Current, Notice or Transfer status lease listed. = Property Total</p>
<b>Actual Potential Charges</b>	<p>The sum of the Actual Potential Charges amount per unit, which is used to calculate the Actual Potential Charge total for the property.</p> <p><b>Calculation:</b> Sum of Actual Potential Charges (for each lease listed) = Property Total</p>
<b>Security Deposits</b>	<p>The sum of the Security Deposit amounts (line 1) per unit, which is used to calculate the Security Deposit total for the property.</p> <p><b>Calculation:</b> Sum Security Deposit (for each lease listed) = Property Total</p>
<b>Other Deposits</b>	<p>The sum of the Other Deposit amounts (line 2) per unit, which is used to calculate the Other Deposit total for the property.</p> <p><b>Calculation:</b> Sum of Other Deposit (for each lease listed) = Property Total</p>
<b>Total Deposits</b>	<p>The sum of Security Deposits plus Other Deposits.</p> <p><b>Calculation:</b> Security Deposit (property total) + Other Deposit (property total) = Total Deposits collected for the property</p>

**Property Totals**

Field	Description
<b>Ending Balance</b>	<p>The sum of the Ending Balance amounts, which is used to calculate the Ending Balance total for the property.</p> <p><b>Calculation:</b> Sum of Ending Balance (for each lease listed) = Property Total</p>

**Unit Analysis**

Field	Description
<b>Occupied</b>	<p>The number of units for the property with an occupancy status of Occupied or Notice, not including Down, Wait List or Construction.</p> <p><b>Calculation:</b> <math>\text{Number of Occupied Units} / \text{Total Units} = \text{Total Percentage of Occupied Units}</math></p>
<b>Vacant</b>	<p>The number of units for the property with an occupancy status of Vacant, not including Down, Wait List or Construction.</p> <p><b>Calculation:</b> <math>\text{Number of Vacant Units} / \text{Total Units} = \text{Total Percentage of Vacant Units}</math></p>
<b>Down</b>	<p>The number of units for the property with an occupancy status of Down.</p> <p><b>Calculation:</b> <math>\text{Number of Down Units} / \text{Total Units} = \text{Total Percentage of Down Units}</math></p>
<b>Total Units</b>	<p>A count of the number of units in the property, excluding Wait List and Construction.</p> <p><b>Calculation:</b> 100%</p>
<b>Construction</b>	The number of units for the property with a unit status of Construction.
<b>Waiting Lists</b>	The number of units for the property with a unit status of Wait List.

**Unit Analysis**

Field	Description
<b>Employee</b>	The number of units for the property with a unit status of Employee.
<b>Model</b>	The number of units for the property with a unit status of Model.
<b>Other Use</b>	The number of units for the property with a unit status of Other.
<b>Special Use</b>	The percentage of Employee, Model and Other. <b>Calculation:</b> Number of Special Units/Total Units = Total Percentage of Special Units

**Grand Totals**

Grand Totals are the sum of Property Totals and are only listed if more than one property is selected when the report is generated.

## Management Reports

### Rent Roll Recap Report

This report summarizes activities posted during the current accounting period and provides useful Potential Rent and Unit Analysis sections at the end of the report detail.



#### Notes

- The **Billings** section lists all billings, adjustments and forfeits posted to Income Codes for which the Receivable flag is set to Y. A description and amount are displayed for every income code with a non-zero resident billing and a total amount billed field is also displayed.
- The **Adjustments to Prior Month** section lists all billings and adjustments due in a previous accounting period. A description and amount display for every Income Code with non-zero potential rent due in a prior period along with their totaling amounts.
- The **Potential Rent Analysis** section lists all billings, adjustments, and lost rents posted to Income Codes for which the Potential flag is set to Y. A code, description, and amount are listed for every income code with non-zero values. The percent field displays the result of this calculation as  $(\text{Amount} / \text{Total Gross Potential Rent}) \times 100$ . A Potential Rent Analysis section is included for both prior month and current month transactions. The current month section lists amounts for transactions created and due in the current accounting period. The prior month section lists amounts for transactions created in a previous accounting period but due in the current one along with their totaling amounts.

#### Report Legends

##### Unit Statuses

Unit Statuses are user-maintained and classify units into normal or special status. For instance, a unit that is classified as a Model or Employee unit would be considered to have Special status.

<b>C</b>	Construction
<b>D</b>	Down
<b>E</b>	Employee
<b>M</b>	Model
<b>N</b>	Normal
<b>O</b>	Other
<b>W</b>	Wait List

# Understanding the Rent Roll Recap Calculations

Looking at report data can be confusing if you do not have a clear understanding of how the system calculates report fields. This section walks you through some of the report field calculations that users commonly question. When applicable, this section also includes tie out information.



**Note:** This topic pertains to certain sections of the report. To view the complete Rent Roll Recap Report, refer to your eSite system.

SSI411  
12024  
Select: 05/27/04  
50 Units, 50,510 Sq. Ft.

**Rent Roll Recap**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 27, 2004**

Page 1  
05/2004  
05/28/04  
12:46

<b>Allowance</b>		<b>Payments</b>		<b>Cash Deposited</b>	
FORFE-SEC DEP FORFEIT	50.00	Cash Received	17,823.22	Rent	17,378.22
NET	26,835.47	Security Applied	505.00	Non-Rent	445.00
<b>Resident Billings</b>		Total	18,328.22	Security	750.00
APPFE-Application Fee	570.00	Beg Past Due & PPD	614.67	Misc. Income	1,336.81
APPLI-Appliance	261.77	End Past Due & PPD	16,868.38	Total	19,910.03
CONCS-Concession	233.87-	<b>Security Deposits</b>		<b>Other Potential Rent</b>	
EMP-Employee	1,295.00-	Beginning Bal	12,400.00	MODEL-Model	5,956.45
GARPK-Garage/Parking	412.90	Cash Received	750.00	VAC-Vacancy	31,988.88
LATE-Late Fee	100.00	Returned Checks	0.00	TOTAL	37,945.33
NSF-NSF Fee	50.00	Security Forfeits	505.00		
PET-Pet Premium	170.00	Security Refunded	595.00		
PET D-Pet Deposit	400.00	Ending Balance	12,050.00		
RENT-Rent	25,849.67	<b>Market Rent</b>	72,605.00		
SEC-Security Deposit	350.00	<b>Checks Returned</b>			
STRGE-Storage	200.00	Rent	8,850.00-		
Total billed	26,835.47	Misc.	0.00		

Field	Details
<p><b>A</b> <b>Total Billed</b></p>	<p>All billing adjustments and forfeits posted to income codes for which the Receivable flag is set to Y in the current period.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Monthly Income Summary Report, Adjustments section, Property Total field <b>Note:</b> This only ties if there are no allowances. If this is the case, income codes can be tied out on an "income code by income code" basis.</li> <li>• Reconciliation Report, Prior Period Adjustments + Current Period + Total Other Income <b>Note:</b> This only ties if there are no allowances. If this is the case, income codes can be tied out on an income code by income basis.</li> </ul>
<p><b>B</b> <b>Total Payments</b></p>	<p>The sum of all payments, excluding security deposits, other deposits, and returned checks plus the sum of all security deposit forfeitures in the current period.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Reconciliation Report, (Page 2) Rent Collections for the Period - Collected Deposits + Reconciliation - Forfeits by code - Total Forfeits</li> <li>• Monthly Income Summary Report, (Rent/Other- Bank Deposits) + Monthly Income Summary - (Security Deposit Forfeits + Other Deposit Forfeits)</li> </ul>
<p><b>C</b> <b>Security Deposits Ending Balance</b></p>	<p><b>Calculation:</b> Sec 1 On Hand + Sec 2 On Hand</p> <p><b>What Does This Number Tie To?</b> Rent Roll Report, Total section, Total Deposits field</p>
<p><b>D</b> <b>Total Checks Returned</b></p>	<p>The sum of transaction detail amounts for all returned Rent and Miscellaneous payments marked as returns done in the current period.</p> <p><b>Note:</b> This amount does not include Income Code type Security or Other Deposit.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Reconciliation Report, Rent Collected for the period (-) Returns</li> <li>• Monthly Income Summary, Rent/Other- Returns</li> <li>• Reconciliation Report, (Page 2) Miscellaneous Income (-) Returns</li> <li>• Monthly Income Summary Report, Vending /Miscellaneous (-) Returns</li> </ul>

Field	Details
<p style="text-align: center;"><b>E</b></p> <p><b>Total Cash Deposited</b></p>	<p>The sum of cash collected in the current period.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Monthly Income Summary Report, Bank Deposits- Property Total</li> <li>• Reconciliation Report, (Page 2) Total Actual Collections - Collected Deposits</li> </ul>
<p style="text-align: center;"><b>F</b></p> <p><b>Total Other Potential Rent</b></p>	<p>Total of Lost Rent.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Reconciliation Report, Lost Rent by Code (-) Total Lost Rent</li> <li>• Monthly Income Summary Report, Sum of Lost Rent by code</li> </ul>

## Rent Roll Recap Report – Field Descriptions

### Allowance

Field	Description
<b>Allowance</b>	Lists any income code's activity that is set to non-potential and non-receivable. <b>Note:</b> This section will not print if there is no income code activity fitting the criteria.

### Resident Billings

Field	Description
<b>Resident Billing</b>	All billings, adjustments, and forfeits posted to Income Codes for which the Receivable flag is set to Y. <b>Note:</b> There will be one line for every Income Code with a non-zero resident billing.
<b>Amount</b>	The sum of Transaction detail amount for where: <ul style="list-style-type: none"> <li>• Transaction type is Billing or Adjustment (1, 2, or 9)</li> <li>• Income Code Receivable flag is set to Y</li> <li>• During current period</li> </ul>
<b>Total Billed</b>	The sum of the detail amounts. <b>Calculation:</b> Sum of the detail

### Payments

Field	Description
<b>Cash Received</b>	The sum of transaction detail amounts where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3)</li> <li>• Income Code Type is not Security Deposit or Other Deposit</li> <li>• Transaction Header return flag is blank</li> <li>• During current period</li> </ul>
<b>Security Applied</b>	The sum of transaction detail amounts where the Transaction Type is Forfeit (4).
<b>Total</b>	The sum of Cash Received and Security Applied Amounts. <b>Calculation:</b> Cash Received + Security Applied

**Payments**

Field	Description
<b>Beg Past Due &amp; PPD</b>	The sum of all residents' beginning balances, past due and prepaid. <b>Note:</b> Beginning Balance is a field in the lease table that maintains what the balance was at the beginning of the current period.
<b>End Past Due &amp; PPD</b>	The sum of all residents' ending balances, past due and prepaid. <b>Note:</b> Ending balance is equivalent to the current balance.

**Security Deposits**

Field	Description
<b>Beginning Bal</b>	<b>Calculation:</b> Ending Balance - Cash Received - Returned Checks + Security Forfeits + Security Refunds
<b>Cash Received</b>	The sum of Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3)</li> <li>• Transaction Type is Payment (3)</li> <li>• Income Code Type is Security Deposit or Other Deposit</li> <li>• Transaction Header Return flag is blank</li> <li>• During current period</li> </ul>
<b>Returned Checks</b>	The sum of Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction type is Payment (3)</li> <li>• Income Code Type is Security Deposit or Other Deposit</li> <li>• Transaction Header Return flag is not blank</li> <li>• During current period</li> </ul>

**Security Deposits**

Field	Description
<b>Security Forfeits</b>	The sum of Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction type is Forfeit (4)</li> <li>• Income Code Type is Security Deposit or Other Deposit</li> <li>• During current period</li> </ul>
<b>Security Refunded</b>	The sum of Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction type is Refund (5)</li> <li>• Income Code Type is Security Deposit or Other Deposit</li> <li>• During current period</li> </ul>
<b>Ending Balance</b>	<b>Calculation:</b> Sec 1 On Hand + Sec 2 On Hand = Ending Balance

**Market Rent**

Field	Description
<b>Market Rent</b>	The sum of all unit market rents, excluding Wait List or Construction units

**Checks Returned**

Field	Description
<b>Rent</b>	The sum of Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction type is Payment (3)</li> <li>• Income Code Type is not Security Deposit or Other Deposit</li> <li>• Transaction Header Return flag is not blank</li> <li>• During current period</li> </ul>

**Checks Returned**

Field	Description
<b>Misc</b>	The sum of Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction type is Misc Income (7)</li> <li>• Income Code type is Security Deposit or Other Deposit</li> <li>• Transaction Header Return flag is not blank</li> <li>• During current period</li> </ul>

**Cash Deposited**

Field	Description
<b>Rent</b>	The sum of Transaction detail amounts where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3)</li> <li>• Income Code Type is Rent</li> <li>• During current period</li> </ul>
<b>Non-Rent</b>	The sum of Transaction detail amounts where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3)</li> <li>• Income Code Type is other than Rent, Security, Other Security and Misc.</li> <li>• During current period</li> </ul>
<b>Security</b>	The sum of Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3)</li> <li>• Income Code Type Security Deposit or Other Deposit</li> <li>• During current period</li> </ul>

**Cash Deposited**

Field	Description
<b>Misc. Income</b>	The sum of Transaction detail amounts where the Transaction Type is Misc Income (7) and during current period.
<b>Total</b>	The sum of all deposits.  <b>Calculation:</b> Rent + Non-Rent + Security + Misc. Income <b>What Does This Number Tie To?</b> Monthly Income Summary Report, Total Deposits

**Other Potential Rent**

Field	Description
<b>Other Potential Rent</b>	Lists lost rent by income code
<b>Amount</b>	List Lost rent by income code
<b>Total</b>	The sum of the detail amounts.

**Adjustments to Prior Month**

Field	Description
<b>Adjustments to Prior Month</b>	All Billings and Adjustments created in the current period but due in a previous accounting period.
<b>Amount</b>	The sum of Transaction detail amounts where: <ul style="list-style-type: none"> <li>• Transaction Type is Billing or Adjustment (1, 2, or 9)</li> <li>• Transaction due date is prior to the start of the current period</li> <li>• Transaction was done in the current period.</li> </ul>
<b>Total</b>	The sum of the detail.

**Potential Rent Analysis Prior Month**

Field	Description
<b>Code</b>	The income code. <b>Example:</b> VAC <b>Note:</b> There will be one line per Income code for every income code with a non-zero value
<b>Description</b>	A description of the income code. <b>Example:</b> Vacancy
<b>Amount</b>	The sum of Transaction detail amounts where: <ul style="list-style-type: none"> <li>• Transaction Type is Billing or Adjustment (1, 2, or 9)</li> <li>• Income code Potential flag is set to Yes</li> <li>• Transaction was created in a previous accounting period</li> <li>• Transaction is due in the current accounting period</li> </ul>
<b>Percent</b>	<b>Calculation:</b> (Amount/Total Gross Potential Rent) X 100
<b>Total Gross Potential Rent</b>	The sum of the detail.

**Potential Rent Analysis Current Month**

Field	Description
<b>Potential Rent Analysis Current Month</b>	This section contains amounts for transactions created and due in the current accounting period.
<b>Code</b>	The income code. <b>Example:</b> VAC <b>Note:</b> There will be one line per Income code for every income code with non-zero value.
<b>Description</b>	Description of income code. <b>Example:</b> Vacancy

**Potential Rent Analysis Current Month**

Field	Description
<b>Amount</b>	The sum of Transaction detail amounts where: <ul style="list-style-type: none"> <li>• Transaction Type is Billing or Adjustment (1, 2, or 9)</li> <li>• Income Code Potential flag is set to Y</li> <li>• Transaction was created in the Current Accounting Period</li> <li>• Transaction is due in the Current Accounting Period</li> </ul>
<b>Percent</b>	<b>Calculation:</b> (Amount/Total Gross Potential Rent) X 100
<b>Total Gross Potential Rent</b>	The sum of the detail.

**Unit Analysis**

Field	Description
<b>Occupied</b>	The number of units for the property with an occupancy status of Occupied or Notice, excluding Down, Wait List and Construction. <b>Calculation:</b> Number of Occupied Units/Total Units = Total Percentage of Occupied Units
<b>Vacant</b>	The number of units for the property with an occupancy status of Vacant, excluding Down, Wait List or Construction. <b>Calculation:</b> Number of Vacant Units/Total Units = Total Percentage of Vacant Units
<b>Down</b>	The number of units for the property with an occupancy status of Down. <b>Calculation:</b> Number of Down Units/Total Units = Total Percentage of Down Units
<b>Total Units</b>	A count of the number of units for the property, excluding Wait List and Construction. <b>Calculation:</b> 100%

**Unit Analysis**

Field	Description
<b>Construction</b>	The number of units for the property with a unit status of Construction.
<b>Waiting Lists</b>	The number of units for the property with a unit status of Wait List.
<b>Employee</b>	The number of units for the property with a unit status of Employee.
<b>Model</b>	The number of units for the property with a unit status of Model.
<b>Other Use</b>	The number of units for the property with a unit status of Other.
<b>Special Use</b>	The sum of Employee, Model and Other units. <b>Calculation:</b> Number of Special Units/Total Units = Total Percentage of Special Units

## Management Reports

### Delinquency Report

The report shows a listing of resident delinquent and/or prepaid amounts. This report has two forms, Summary and Detail, both of which may be printed independently. The summary report provides a single delinquent amount per resident. The detail report breaks down delinquencies by income code and ages them.

#### Selection Criteria

Items chosen from this list determine what information will print on the report and the level of detail displayed.

- Print Aged Detail
- Print Aged Delinquency Summary Recap
- Print Aged Prepaid Summary Recap
- Print Delinquency Summary by Resident Status Recap
- Print Delinquency Summary
- Print Delinquency Memos
- Include Delinquent Balances
- Include Prepaid Balances
- Exclude Zero Balances
- Include Current Resident
- Include Applicants
- Include Waiting List Applicants
- Include Cancelled Applicants
- Include Previous Residents

#### Restrictions

Restrictions are listed as selection criteria above.

#### Sort Order

Aged Delinquency Detail and the Delinquency Summary are both sorted in unit order by property. The Aged Delinquency Detail lists open items for each lease by income code, followed by summaries if applicable. The Delinquency Summary lists all active charges for leased units.

#### Totals & Sub-Totals

Totals are listed by lease and by property. Grand Totals are listed if more than one property is selected when the report is generated.



### Notes

- Running this report in PowerSite, then in eSite, produces inconsistent results because of the way the systems generate the report data. In PowerSite, the report data is based on monthly figures. In eSite, the report data is based on daily figures. The report figures, therefore, will not match.
- The Aged Delinquency Report provides information across income codes for those income codes where the Receivables flag is set to Y. The Open Items table is used to compare the “Run As Of” date to the “Due” date.
- Balance due calculations could be especially prone to differences if trying to balance them with the Rent Summary and Reconciliation Reports. The Rent Summary Report uses the Transaction tables, the Reconciliation Report uses the LeaseReclNotice tables, and the Aged Delinquency Report uses the Open Items tables to calculate the following:
  - **Current Month Delinquency (Aged Delinquency Summary, 0-30 Days)**  
Based on sum of Open Items Balance Due field  
Income Code = RENT  
Billed Invoice No <> '0' (not prepaid)  
As of Date – Due Date > = 0  
As of Date – Due Date < = 30
  - **Current Balance Due (Aged Delinquency Summary, Total Due)**  
Based on sum of Open Items Balance Due field  
Income Code = RENT  
Billed Invoice No <> '0' (not prepaid)
  - **Current Prepaid (Aged Prepaid Summary, Total Due)**  
Based on sum of Open Items Balance Due field  
Income Code = RENT  
Billed Invoice No = '0'

### Recaps

Depending on the selected criteria, the report may include an Aged Delinquency Summary Recap and Aged Prepaid Summary Recap, or a Delinquency Summary By Resident Status Recap. These are summaries of the detail information for each Income Code encountered while printing the report.

## Understanding the Delinquency Report Calculations

Looking at report data can be confusing if you do not have a clear understanding of how the system calculates report fields. This section walks you through some of the report field calculations that users commonly question. When applicable, this section also includes tie out information.



**Note:** This topic pertains to certain sections of the report. To view the complete Delinquency Report, refer to your eSite system.

SSI437  
12024  
Select: 05/31/04  
50 Units, 50,510 Sq. Ft.

**Aged Delinquency Detail**  
The Property Management Company  
Bay Gardens Apartment Homes  
05/31/2004

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Unit	Name	Resident Status	Cr St	# Lt	# Rtn	Description	<div style="display: flex; justify-content: space-around; align-items: center;"> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">A</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">B</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">C</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">D</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">E</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">F</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">G</span> </div>						
							Total Due	Prepaid	Future	0 - 30 Days	31-60 Days	61-90 Days	Over 90 Days
04-401	Jody Sturgess	Applicant	N	0	0	Application Fee	30.00	0.00	0.00	30.00	0.00	0.00	0.00
							<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
04-402	Reagan Duncan	Leased	N	0	0	Application Fee	30.00	0.00	0.00	30.00	0.00	0.00	0.00
							<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
04-404	Mindy Deerfield	Current	N	0	0	Application Fee Rent	30.00 235.16	0.00 0.00	0.00 0.00	30.00 235.16	0.00 0.00	0.00 0.00	0.00 0.00
							<b>265.16</b>	<b>0.00</b>	<b>0.00</b>	<b>265.16</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
04-406	Betty Spar	Leased	N	0	0	Application Fee	30.00	0.00	0.00	30.00	0.00	0.00	0.00
							<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
04-408	Rhonda Rhobinson	Leased	N	0	0	Application Fee	30.00	0.00	0.00	30.00	0.00	0.00	0.00
							<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
04-409	Leon Fortunato	Cancel	N	0	0	Application Fee	30.00	0.00	0.00	30.00	0.00	0.00	0.00
							<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
05-W511	Molly Dale	Applicant	N	0	0	Application Fee	30.00	0.00	0.00	30.00	0.00	0.00	0.00
							<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Property Total</b>							<b>17,168.38</b>	<b>850.00-</b>	<b>0.00</b>	<b>8,583.71</b>	<b>1,260.00</b>	<b>0.00</b>	<b>8,174.67</b>

Field	Details
<b>A Total Due</b>	<b>Calculation: B + C + D + E + F + G</b> <b>What Does This Number Tie To?</b> Reconciliation Report, Sum of Prepaid + Delinquent balances

Field	Details
<p><b>B</b> <b>Prepaid</b></p>	<p>The sum of any prepaid open items.  <b>Note:</b> A Prepaid is an open item with a 0 invoice number and no Due Date.  <b>What Does This Number Tie Out To?</b>                      Aged Delinquency Reconciliation Report, Total Prepaid                      Aged Delinquency Reconciliation Report, Total Delinquent  <b>Note:</b> If the Aged Delinquency Reconciliation Report is clean and does not show any issues, then these amounts should tie out individually.</p>
<p><b>C</b> <b>Future</b></p>	<p>The amount of charges, which are not due yet. For example, the Due Date is after the Selection Date.</p>
<p><b>D</b> <b>0-30 Days</b></p>	<p>The Balance due, if due 0 to 30 days.</p>
<p><b>E</b> <b>31-60 Days</b></p>	<p>The Balance due, if due 31-60 days.</p>
<p><b>F</b> <b>61-90 Days</b></p>	<p>The Balance due, if due 61-90 days.</p>
<p><b>G</b> <b>Over 90 Days</b></p>	<p>The Balance due, if due 91 days or over.</p>

## Delinquency Report – Field Descriptions

### Aged Delinquency Detail

Field	Description
<b>Apt.</b>	Building Number (if used) + Unit Number.
<b>Name</b>	Line 1 lists the name of the primary occupant. Line 2 lists a telephone contact number for the primary occupant.
<b>Resident Status</b>	The resident status. <b>Example:</b> Applicant, Previous, Cancel and so on
<b>Credit Status</b>	This shows the resident's credit status. <b>Example:</b> N for Normal, H for On Hold, C for Cash Only and so on
<b># Lt</b>	This shows the number of times the resident has paid their rent late.
<b># Rtn</b>	This shows the number of times the resident has had a returned check posted to their account.
<b>Description</b>	The income code description, linked from the income code in the Charge table. <b>Note:</b> There is one line for every open item.
<b>Total Due</b>	The sum of Total Prepaid, Future, 0-30, 31-60, and so on.
<b>Total Prepaid</b>	The sum of any prepaid open items. <b>Note:</b> A Prepaid is an open item with a 0 invoice number and no Due Date.
<b>Future</b>	The sum of resident charges not due yet.
<b>0-30 Days</b>	The balance due, if due last month.
<b>31-60 Days</b>	The balance due, if due 31-59 days.
<b>61-90 Days</b>	The balance due, if due 61-89 days.
<b>Over 90 Days</b>	The balance due, if due 91 days or over.

**Aged Delinquency Detail**

Field	Description
<b>Property Total</b>	Totals for: <ul style="list-style-type: none"> <li>• Total Due</li> <li>• Prepaid</li> <li>• Future</li> <li>• 0-30 Days</li> <li>• 31-60 Days</li> <li>• 61-90 Days</li> <li>• Over 90 Days</li> </ul>

**Aged Delinquency Summary**

This section of the report lists the total amount delinquent per Income Code and breaks down that amount by when that amount was originally due to be paid.

Field	Description
<b>Description</b>	A description of the income code.
<b>Total Due</b>	The sum of the detail for Income Code. There will be one line for each Income Code represented.
<b>Future</b>	The sum of future charges not due yet.
<b>0-30 Days</b>	The sum of the detail for Income Code for delinquent balances only.
<b>31-60 Days</b>	The sum of the detail for Income Code for delinquent balances only.
<b>61-90 Days</b>	The sum of the detail for Income Code for delinquent balances only.
<b>Over 90 Days</b>	The sum of the detail for Income Code for delinquent balances only.

**Aged Prepaid Summary**

This report lists the total amount prepaid for each Income Code.

Field	Description
<b>Description</b>	A description of the income code.
<b>Total Due</b>	The sum of the detail for Income. <b>Note:</b> There will be one line for each Income Code represented.

**Summary by Unit Status**

Field	Description
<b>Description</b>	A description of the income code.
<b>Total</b>	The sum of the detail for income code. <b>Note:</b> There will be one line for each Income Code represented.
<b>Applicant</b>	The sum of the detail for Income Code for Applicants; it includes leases with a status of Applicant, Approved, Leased, or Transfer In.
<b>Current</b>	The sum of the detail for Income Code for Current; it includes leases with a status of Current, Notice, or Transfer Out.
<b>Previous</b>	The sum of the detail for Income Code for Previous; it includes leases with a status of Previous or Cancelled.

**Grand Total**

Field	Description
<b>Total Due</b>	The sum of the detail for all properties selected.
<b>Total Prepaid</b>	The sum of the detail for all properties selected.
<b>Future</b>	The sum of the detail for all properties selected.
<b>0-30 Days</b>	The sum of the detail for all properties selected.
<b>31-60 Days</b>	The sum of the detail for all properties selected.
<b>61-90 Days</b>	The sum of the detail for all properties selected.
<b>Over 90 Days</b>	The sum of the detail for all properties selected.

## Management Reports

### Occupancy & Availability Report

This report consists of three report forms that show a breakdown of information for occupied and available units. You can print these forms separately or together:

- Apartment Occupancy Status Report, which is a detail report by unit occupancy status
- Apartment Status Summary by Apt Type Report, which is a summary by unit type
- Apartment Status Summary by Apt Sub-Type Report, which is a summary by unit sub-type

#### Selection Criteria

- Print Detail by Apts Occupancy Status
- Print Summary by Apt Sub-Type
- Print Summary by Apt Type
- Deduct Notice Available from Leased %

#### Sort Order

The report data is sorted in unit order for the occupancy status groups for a selected property. To view a listing of Unit Occupancy Statuses, refer to the next section, labeled *Report Legends*.

#### Report Legends

These help you identify various assorted codes used throughout eSite. To learn more about codes used in this report, review the following:

##### Unit Occupancy Statuses

Unit Occupancy status identifies the occupancy state of a unit on a given date. These are system-calculated based on the date and the status of the associated leases on that date.

<b>CA</b>	Construction Available
<b>CL</b>	Construction Leased
<b>CP</b>	Construction Pending
<b>NA</b>	On Notice Available
<b>NL</b>	On Notice Leased
<b>NP</b>	On Notice Pending
<b>OC</b>	Occupied
<b>VA</b>	Vacant Available
<b>VL</b>	Vacant Leased
<b>VP</b>	Vacant Pending

**Resident Statuses**

Resident status identifies the state of a lease on a given date. These are system-calculated based on the date and the associated lease dates.

- A** Applicant
- C** Current
- F** For Sale
- I** Transfer In
- L** Leased
- N** Notice
- P** Previous
- R** Resale Pending
- T** Transfer
- V** Approve
- X** Cancel
- 1** Resale Applicant
- 2** Resale Approved
- 3** Resale Leased

**Unit Statuses**

Unit status is user-maintained. It classifies units into normal or special status. For instance, a unit that is classified as a Model or Employee unit has special status.

- C** Construction
- D** Down
- E** Employee
- M** Model
- N** Normal
- O** Other
- W** Wait List

## Understanding the Apartment Occupancy Status Report Calculations

Looking at report data can be confusing if you do not have a clear understanding of how the system calculates report fields. This section walks you through some of the report field calculations that users commonly question. When applicable, this section also includes tie out information.



### Notes:

- This topic pertains to certain sections of the report. To view the complete Apartment Occupancy Status Report, refer to your eSite system.
- The Total Number of Units for percentage calculations (%) includes Construction Units. This may cause differences when comparing those percentages with other eSite reports.

SSI462

12024

Select: 05/31/04

50 Units, 50,510 Sq. Ft.

#### Vacant Available Units

**Unit Occupancy Status**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 31, 2004**

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Unit	Unit Type	Square Feet	Market Rent	Date Vacated	Days Vacant	Calculated Vacancy	* Colors * CP AP OT	Amenities	Date Ready	Comments
01-106	11CA DT1	800	1,325.00					3RD, END	6/14/2004	
01-108	11CA DT1	800	1,285.00	05/26/04	5	214.17		2ND, POL		
01-110	11CA DT1	800	1,280.00	05/24/04	7	298.67		2ND, CYD		
04-403	11CA DT1	800	1,260.00							
Total Type = 4		3,200	5,150.00							
02-202	22CB DT1	1,000	1,430.00					2ND, PKV		
04-405	22CB DT1	1,000	1,415.00							
Total Type = 2		2,000	2,845.00							
03-301	32CCT DA2	1,230	1,675.00					1ST, PKV		
03-302	32CCT DA2	1,230	1,650.00					2ND		
03-307	32CCT DA2	1,230	1,685.00					1ST, POL		
04-409	32CCT DA2	1,230	1,650.00							
Total Type = 4		4,920	6,660.00							
		10,120	14,655.00			1,025.67				
Total Vacant Available Unit:			10	20.00%						

A

B

Understanding the Occupancy & Availability Report Calculations

Field	Details
<b>A</b> <b>Total Vacant Available Units</b>	The number of vacant units without an associated application or lease. <b>What Does This Number Tie To?</b> Property Status Report, Occupancy section, (Total Vacant – Vacant Not Avail)
<b>B</b> <b>% of Total Vacant Available Units</b>	The Percentage of Vacant Available units for the selected property. <b>Calculation:</b> Total Number of Vacant Available Units / Total Number of Units X 100

**On - Notice Available Units**

Unit	Unit Type	Square Feet	Market Rent	Expected Move-Out	Move Out Code	Current Name	Home Phone	Current Rent	* Colors *	CP AP OT	Amenities	Comments
02-206	22CB DT1	1,000	1,430.00	06/19/04	JTO	George Sebastian	( ) -	1,430.00			3RD	
02-210	22CB DT1	1,000	1,415.00	06/15/04	LS	Ming Toy	( ) -	1,415.00			2ND	
Total Type = 2		2,000	2,845.00									
		2,000	2,845.00					2,845.00				
Total On - Notice Available Unit:				2	4.00%							



Field	Details
<b>A</b> <b>Total On-Notice Available Units</b>	The number of on-notice units without an associated application or lease. <b>What Does This Number Tie To?</b> Property Status Report, Occupancy section, (Total On Notice – On Notice Not Avail)
<b>B</b> <b>% of Total On-Notice Available Units</b>	The percentage of On-Notice Available units for the selected property. <b>Calculation:</b> Total Number of Notice Available Units / Total Number of Units X 100

SSI462  
12024  
Select: 05/31/04  
50 Units, 50,510 Sq. Ft.

**Unit Occupancy Status**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 31, 2004**

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14:29

**Vacant Applied Units**

Unit	Unit Type	Square Feet	Market Rent	Applicant Name	Date Applied	Date Approved	Comments
01 - 107	11CA DT1	800	1,295.00	Courtney Vincent	5/25/2004		
04 - 401	11CA DT1	800	1,260.00	Jody Sturgess	5/26/2004		
Total Type = 2	11CA DT1	1,600	2,555.00				
02 - 203	22CB DT1	1,000	1,445.00	George Bayer	9/6/2003		
02 - 209	22CB DT1	1,000	1,425.00	Debbie Russel	5/25/2004		
Total Type = 2	22CB DT1	2,000	2,870.00				
		3,600	5,425.00				

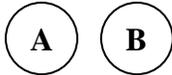
Total Vacant Applied:            4      8.00%



Field	Details
<b>A</b> <b>Total Vacant Applied</b>	The number of vacant units that have an associated application.
<b>B</b> <b>% of Total Vacant Applied</b>	The percentage of Vacant Applied units for the selected property. <b>Calculation:</b> Total number of Vacant Pending Units / Total number of Units X 100

**Notice Applied Units**

Unit	Unit Type	Square Feet	Market Rent	Applicant Name	Date Applied	Date Approved	Comments
02 - 207	22CB DT1	1,000	1,425.00	Zachary Taylor	9/5/2003		
Total Type = 1		1,000	1,425.00				
Total Notice Applied:		1	2.00%				



Field	Details
<b>A</b> Total Notice Applied	The number of on-notice units that have an associated application.
<b>B</b> % of Total Notice Applied	The percentage of On-Notice Applied units for the selected property. <b>Calculation:</b> Total Number of Notice Pending Units / Total Number of Units X 100

SSI462  
 12024  
 Select: 05/31/04  
 50 Units, 50,510 Sq. Ft.  
**Vacant Leased Units**

**Unit Occupancy Status**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 31, 2004**

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 07/26/04  
 14:29

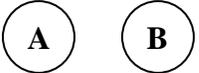
Unit	Unit Type	Square Feet	Market Rent	Expected Move In	Applicant Name	Quoted Rent	Amenities	Date Vacated	Date Ready	Comments
04 - 402	11CA DT1	800	1,260.00	06/25/04	Reagan Duncan	1,260.00				
Total Type = 1		800	1,260.00							
02 - 205	22CB DT1	1,000	1,415.00	05/31/04	Amber Eubanks	1,415.00	2ND			
04 - 406	22CB DT1	1,000	1,415.00	06/05/04	Betty Sparr	1,415.00				
Total Type = 2		2,000	2,830.00							
03 - 305	32CCT DA2	1,230	1,660.00	06/15/04	Ming Toy		1ST			
04 - 408	32CCT DA2	1,230	1,650.00	05/26/04	Rhonda Rhobinson	1,650.00				
Total Type = 2		2,460	3,310.00							
Total Vacant Leased:		5,260	7,400.00			5,740.00				
			5	10.00%						

**A**      **B**

Field	Details
<b>A</b> <b>Total Vacant Leased</b>	The number of vacant units that have an associated lease. <b>What Does This Number Tie To?</b> Weekly Boxscore Report, Occupancy section, Vacant Leased field
<b>B</b> <b>% of Total Vacant Leased</b>	The percentage of Vacant Leased units for the selected property. <b>Calculation:</b> Total number of Vacant Leased Units / Total number of Units X 100

**On - Notice Leased Units**

Unit	Unit Type	Square Feet	Market Rent	Expected Move Out	Current Name	Current Rent	Expected Move In	Applicant Name	Quoted Rent	Comments
Total On - Notice Leased:			0	0.00%						



Field	Details
<b>A</b> <b>Total On-Notice Leased</b>	The number of on-notice units that have an associated lease. <b>What Does This Number Tie To?</b> Weekly Boxscore Report, Occupancy section, On-Notice Leased field
<b>B</b> <b>% of On-Notice Leased</b>	The percentage of On-Notice Leased units for the selected property. <b>Calculation:</b> Total number of On-Notice Leased Units / Total number of Units X 100

## Apartment Occupancy Status Report – Field Descriptions

### Vacant Available Apartments

Field	Description
<b>Apt.</b>	The Unit Number.
<b>Apt Type</b>	The Unit Type.
<b>Square Feet</b>	The total square footage per unit.
<b>Market Rent</b>	The unit market or street value, which may differ from the rent amount actually billed to the resident leasing the unit.
<b>Date Vacated</b>	The date the unit was vacated.
<b>Days Vacant</b>	<b>Calculation:</b> Today's Date – Vacated Date + 1
<b>Calculated Vacancy</b>	An estimate of lost rent for this unit. <b>Calculation:</b> Days Vacant * Market Rent / 30
<b>*Colors* CP, AP, OT</b>	Identifies the units by <ul style="list-style-type: none"> <li>• Carpet color</li> <li>• Appliance color</li> <li>• Other colors</li> </ul>
<b>Amenities</b>	Any amenities associated with the unit. <b>Example:</b> Pool = Pool view
<b>Date Ready</b>	The actual made ready date.

**Vacant Available Apartments**

Field	Description
<b>Comments</b>	If a unit memo (keyword @DUS) exists for this unit, then the first line of text will print (up to what will fit on the space allocated for this column). Otherwise, it is left blank so the user may use it to enter free-form text.
<b>Total Vacant Available Unit</b>	The total number of vacant units without an associated application or lease.
<b>Totals</b>	Totals for: <ul style="list-style-type: none"> <li>• Unit Type</li> <li>• Square Feet Amounts</li> <li>• Calculated Vacancy Amount</li> <li>• Available Vacant Units</li> </ul>
<b>Total %</b>	The percentage of vacant units without an associated application or lease.  <b>Calculation:</b> Total Number of Vacant Available Units / Total Number of Units = Percentage of Vacant Available Units

**On Notice Available Apartments**

Field	Description
<b>Apt.</b>	The Unit Number.
<b>Apt Type</b>	The Unit Type.
<b>Square Feet</b>	The Unit Square Feet.
<b>Market Rent</b>	The Unit Market Rent amount.
<b>Expected Move Out</b>	The date the on-notice resident is scheduled to move out.
<b>Move Out Code</b>	The Move Out Code, which identifies the reason the on-notice resident, gave for moving out.
<b>Current Name</b>	The name of the resident who gave notice to vacate.
<b>Home Phone</b>	The home telephone number of the resident who is scheduled to move out.
<b>Current Rent</b>	The amount of rent that the on-notice resident pays currently.

**On Notice Available Apartments**

Field	Description
<b>*Colors* CP, AP, OT</b>	Identifies a unit's: <ul style="list-style-type: none"> <li>• Carpet color</li> <li>• Appliance color</li> <li>• Other colors</li> </ul>
<b>Amenities</b>	Any amenities that the unit may have associated with it. <b>Example:</b> Pool = Pool view
<b>Comments</b>	If a unit memo (keyword @DUS) exists for this unit, then the first line of text will print (up to what will fit on the space allocated for this column). Otherwise, it is left blank, so the user may use it to enter free-form text.
<b>Totals</b>	Totals for: <ul style="list-style-type: none"> <li>• Unit Types</li> <li>• Square Feet</li> <li>• Market Rent</li> <li>• On-Notice Units</li> <li>• Current Rent</li> </ul>
<b>Total %</b>	The percentage of On-Notice Available units. <b>Calculation:</b> Total Number of On-Notice Available Units / Total Number of Units X 100

**Vacant Applied Apartments**

Field	Description
<b>Apt.</b>	The Unit Number.
<b>Apt Type</b>	The Unit Type.
<b>Square Feet</b>	The total square footage per unit.
<b>Market Rent</b>	This shows unit market or street value. This amount may differ from the rent amount actually billed to the resident leasing the unit.
<b>Applicant Name</b>	The name of the applicant who applied for the vacant unit.

**Vacant Applied Apartments**

Field	Description
<b>Date Applied</b>	The date the applicant applied to lease the vacant unit.
<b>Date Approved</b>	The date the lease application was approved.
<b>Comments</b>	If a unit memo (keyword @DUS) exists for this unit, the first line of text will print (up to what will fit on the space allocated for this column). Otherwise, it is left blank, so the user may use it to enter free-form text.
<b>Total</b>	Totals for: <ul style="list-style-type: none"> <li>• Unit Types</li> <li>• Square Feet</li> <li>• Market Rent</li> <li>• Vacant Applied Units</li> </ul>
<b>Total %</b>	A percentage of Vacant available units. <b>Calculation:</b> Total Number of Vacant Applied Units / Total Number of Units X 100

**Notice Applied Apartments**

Field	Description
<b>Apt.</b>	The Unit Number.
<b>Apt Type</b>	A Unit Type.
<b>Square Feet</b>	The total square footage per unit.
<b>Market Rent</b>	The unit market or street value, which may differ from the rent amount actually billed to the resident leasing the unit.
<b>Applicant Name</b>	The name of the applicant who applied for the on-notice unit.
<b>Date Applied</b>	The date the applicant applied to lease the on-notice unit.
<b>Date Approved</b>	The date the lease application was approved.
<b>Comments</b>	If a unit memo (keyword @DUS) exists for this unit, the first line of text will print (up to what will fit on the space allocated for this column). Otherwise, it is left blank, so the user may use it to enter free-form text.

**Notice Applied Apartments**

Field	Description
<b>Total</b>	Totals for: <ul style="list-style-type: none"> <li>• Unit Types</li> <li>• Square Feet</li> <li>• Market Rent</li> <li>• Notice Applied Units</li> </ul>
<b>Total %</b>	A percentage of Notice Applied Units. <b>Calculation:</b> Total Number of Notice Applied Units / Total Number of Units X 100

**Vacant Leased Apartments**

Field	Description
<b>Apt.</b>	The Unit Number.
<b>Apt Type</b>	The Unit Type.
<b>Square Feet</b>	The total square footage per unit.
<b>Market Rent</b>	The unit market or street value, which may differ from the rent amount actually billed to the resident leasing the unit.
<b>Expected Move In</b>	The date the applicant is expected to move in to the vacant unit.
<b>Applicant Name</b>	The name of the applicant who applied for the vacant leased unit.
<b>Quoted Rent</b>	The monthly rent amount quoted to the applicant leasing the vacant unit.
<b>Amenities</b>	Any amenities the unit may have associated with it. <b>Example:</b> Pool = Pool view
<b>Date Vacated</b>	The date the previous resident moved out of the unit.
<b>Date Ready</b>	The date you expect the unit to be ready for leasing.
<b>Comments</b>	If a unit memo (keyword @DUS) exists for this unit, the first line of text will print (up to what will fit on the space allocated for this column). Otherwise, it is left blank, so the user may use it to enter free-form text.

**Vacant Leased Apartments**

Field	Description
<b>Total</b>	Totals for: <ul style="list-style-type: none"> <li>• Unit Types</li> <li>• Square Feet</li> <li>• Market Rent</li> <li>• Vacant Leased Units</li> <li>• Quoted Rent</li> </ul>
<b>Total %</b>	The total number of Vacant units that have an approved application for lease associated with them. It also provides the percentage of total unit count that has a Vacant Leased status. <b>Calculation:</b> Total Number of Vacant Leased Units / Total Number of Units X 100

**On Notice Leased Apartments**

Field	Description
<b>Apt.</b>	The Unit Number.
<b>Apt Type</b>	The Unit Type.
<b>Square Feet</b>	The total square footage per unit.
<b>Market Rent</b>	The unit market or street value, which may differ from the rent amount actually billed to the resident leasing the unit.
<b>Expected Move Out</b>	The date that the On-Notice resident expects to vacate the unit.
<b>Current Name</b>	The name of the resident who gave their notice to vacate.
<b>Current Rent</b>	The Monthly Rent amount the on-notice resident is currently paying.
<b>Expected Move In</b>	The date the leased applicant is expected to move into the on-notice unit.
<b>Applicant Name</b>	The name of the leased applicant who is expected to move into the on-notice unit.
<b>Quoted Rent</b>	The monthly rent amount quoted to the applicant per the lease agreement.

**On-Notice Leased Apartments**

Field	Description
<b>Comments</b>	If a unit memo exists (keyword @DUS) for this unit, the first line of text will print (up to what will fit on the space allocated for this column). Otherwise, it is left blank, so the user may use it to enter free-form text.
<b>Total</b>	Totals for: <ul style="list-style-type: none"> <li>• Unit Types</li> <li>• Square Feet</li> <li>• Market Rent</li> <li>• On-Notice Leased Units</li> <li>• Current Rent</li> </ul>
<b>Total %</b>	The total number of leased units that have an associated intent to vacate. This also shows what percentage of the total unit count has the status, On-Notice Leased. <b>Calculation:</b> Total Number of On-Notice Leased Units / Total Number of Units

**Special Apartments**

Field	Description
<b>Apt.</b>	The Unit Number.
<b>Apt Type</b>	The Unit Type.
<b>Square Feet</b>	The total square footage per unit.
<b>Market Rent</b>	The unit market or street value, which may differ from the rent amount actually billed to the resident leasing the unit.
<b>Lost Rent</b>	Lost rent, which is calculated by adding the vacancy amount to any current period billings (or credits) to income codes set up as "Y" = Potential and "N" = Receivable.

**Special Apartments**

Field	Description
<b>*Colors* CP, AP, OT</b>	Identifies the unit's: <ul style="list-style-type: none"> <li>• Carpet color</li> <li>• Appliance color</li> <li>• Other colors</li> </ul>
<b>Amenities</b>	Any amenities the unit may have associated with it. <b>Example:</b> Pool = Pool view
<b>Comments</b>	If a unit memo exists (keyword @DUS) for this unit, the first line of text will print (up to what will fit on the space allocated for this column). Otherwise, it is left blank, so the user may use it to enter free-form text.
<b>Total</b>	Totals for: <ul style="list-style-type: none"> <li>• Unit Types</li> <li>• Square Feet</li> <li>• Market Rent</li> <li>• Lost Rent</li> <li>• Special Units</li> </ul>
<b>Total %</b>	The total number of Special units and shows what percentage of the total unit count is Special.

**Construction Available**

Column	Description
<b>Apt.</b>	The Unit Number.
<b>Apt Type</b>	The Unit Type.
<b>Square Feet</b>	The total square footage per unit.
<b>Market Rent</b>	The unit market or street value, which may differ from the rent amount actually billed to the resident leasing the unit.
<b>Date Vacated</b>	The date the unit was vacated.
<b>Days Vacant</b>	The number of days the unit was vacant. <b>Calculation</b> Report Date (Current System Date) – Date Vacated = Days Vacant

**Construction Available (SCR# 33831)**

Field	Description
<b>Calculated Vacancy</b>	Days Vacant * Market Rent / 30 – an estimate of lost rent for this unit.
<b>Colors *CP, AP, OT</b>	Identifies the unit's: <ul style="list-style-type: none"> <li>• Carpet color</li> <li>• Appliance color</li> <li>• Other colors</li> </ul>
<b>Amenities</b>	Any amenities the unit may have associated with it. <b>Example:</b> Pool = Pool view
<b>Date Ready</b>	The date the unit is ready or scheduled to be made ready.
<b>Comments</b>	If a unit memo (keyword @DUS) exists for this unit, the first line of text will print (up to what will fit on the space allocated for this column). Otherwise, it is left blank, so the user may use it to enter free-form text.
<b>Total</b>	Totals for: <ul style="list-style-type: none"> <li>• Unit Types</li> <li>• Square Feet Amounts</li> <li>• Calculated Vacancy Amount</li> <li>• Available Construction Units</li> </ul>
<b>Total %</b>	The percentage of Construction units without an associated application or lease. <b>Calculation</b> Total Number of Construction Available Units / Total Number of Units = Percentage of Construction Available Units

**Construction Applied**

Field	Description
<b>Apt.</b>	The Unit Number.
<b>Apt Type</b>	The Unit Type.
<b>Square Feet</b>	The total square footage per unit.
<b>Market Rent</b>	The unit market or street value, which may differ from the rent amount actually billed to the resident leasing the unit.

**Construction Applied**

Field	Description
<b>Expected Move In</b>	The date the leased applicant is expected to move into the construction unit.
<b>Applicant Name</b>	The name of the applicant who leased the construction unit.
<b>Quoted Rent</b>	The amount of rent quoted to the person leasing the construction unit when the application was originally signed.
<b>Amenities</b>	Any amenities the unit may have associated with it. <b>Example:</b> Pool = Pool view
<b>Date Expected</b>	The date the construction unit is expected to be made ready for move in.
<b>Comments</b>	If a unit memo (keyword @DUS) exists for this unit, the first line of text will print (up to what will fit on the space allocated for this column). Otherwise, it is left blank, so the user may use it to enter free-form text.
<b>Total</b>	Totals for: <ul style="list-style-type: none"> <li>• Unit Types</li> <li>• Square Feet Amounts</li> <li>• Calculated Vacancy Amount</li> <li>• Applied Construction Units</li> </ul>
<b>Total %</b>	The percentage of Construction units that have an associated application or lease. <b>Calculation:</b> Total Number of Applied Construction Units / Total Number of Units X 100

**Construction Leased**

Field	Description
<b>Apt.</b>	The Unit Number.
<b>Apt Type</b>	The Unit Type.
<b>Square Feet</b>	The total square footage per unit.
<b>Market Rent</b>	The unit market or street value, which may differ from the rent amount actually billed to the resident leasing the unit.

**Construction Leased**

Field	Description
<b>Expected Move In</b>	The date the approved applicant expects to move into the construction unit.
<b>Applicant Name</b>	The name of the approved applicant who leased the construction unit.
<b>Quoted Rent</b>	The amount of rent quoted to the person leasing the construction unit when the application was originally signed.
<b>Amenities</b>	Any amenities the unit may have associated with it. <b>Example:</b> Pool = Pool view
<b>Date Expected</b>	The date the construction unit is expected to be made ready for move in.
<b>Comments</b>	If a unit memo (keyword @DUS) exists for this unit, the first line of text will print (up to what will fit on the space allocated for this column). Otherwise, it is left blank, so the user may use it to enter free-form text.
<b>Total</b>	Totals for: <ul style="list-style-type: none"> <li>• Unit Types</li> <li>• Square Feet Amounts</li> <li>• Calculated Vacancy Amount</li> <li>• Leased Construction Units</li> </ul>
<b>Total %</b>	The percentage of Construction units that have an associated lease. <b>Calculation:</b> Total Number of Leased Construction Units / Total Number of Units X 100

**Down Apartments**

Field	Description
<b>Apt.</b>	The Unit Number.
<b>Apt Type</b>	The Unit Type.
<b>Square Feet</b>	The total square footage per unit.
<b>Market Rent</b>	The unit market or street value, which may differ from the rent amount actually billed to the resident leasing the unit.
<b>Date Vacated</b>	The date on which the down unit was vacated.

**Down Apartments**

Field	Description
<b>Days Vacant</b>	The number of days the down unit has been vacant <b>Calculation:</b> Report Date (Current System Date) – Date Vacated = Days Vacant
<b>Calculated Vacancy</b>	Days Vacant * Market Rent / 30 – an estimate of lost rent for this unit
<b>*Colors* CP, AP, OT</b>	Identifies the unit's: <ul style="list-style-type: none"> <li>• Carpet color</li> <li>• Appliance color</li> <li>• Other colors</li> </ul>
<b>Amenities</b>	Any amenities the unit may have associated with it. <b>Example:</b> Pool = Pool view
<b>Comments</b>	If a unit memo (keyword @DUS) exists for this unit, the first line of text will print (up to what will fit on the space allocated for this column). Otherwise, it is left blank, so the user may use it to enter free-form text.
<b>Total</b>	Totals for: <ul style="list-style-type: none"> <li>• Unit Types</li> <li>• Square Feet Amounts</li> <li>• Calculated Vacancy Amount</li> <li>• Down Units</li> </ul>
<b>Total %</b>	The percentage of Down units compared to the number of total units on the property. <b>Calculation:</b> Total Number of Down Units / Total Number of Units X 100

## Apartment Status by Apt Sub-Type Report – Field Descriptions

Field	Description
<b>Apt.</b>	The Unit Type and Sub-Type. <b>Example:</b> 1BR1B Den, where Den would be the sub-type.
<b>Sq. Ft.</b>	The total square footage per unit.
<b>Market Rent</b>	The unit market or street value, which may differ from the rent amount actually billed to the resident leasing the unit.
<b>Mkt \$/Sqft</b>	Market Rent Amount per the Unit Square Foot. <b>Calculation:</b> Market Rent Amount / Total Unit Square Foot Amount
<b>Total Units</b>	The total number of units on the selected property.
<b>Vacant Not Lsd</b>	The number of vacant units without an associated application or lease.
<b>Notice Not Lsd</b>	The number of on-notice units without an associated application or lease.
<b>Total Not Lsd</b>	The total number of units, both vacant and on-notice, without an associated application or lease.
<b>Vacant Lsd</b>	The number of vacant units that have an associated application or lease.
<b>Notice Lsd</b>	The number of on-notice units that have an associated application or lease.
<b>Total Occupied</b>	The total number of units that have an associated applicant, lease or resident.
<b>Employ</b>	The total number of units on the property that have the status, <i>Employee</i> .
<b>Model</b>	The total number of units on the property that have the status, <i>Model</i> .
<b>Special</b>	The total number of units on the property that have the status, <i>Special</i> .
<b>Construct</b>	The total number of units on the property that have the status, <i>Construction</i> .
<b>Down</b>	The total number of units on the property that have the status, <i>Down</i> .

Apartment Status by Apt Sub-Type Report – Field Descriptions

Field	Description
<b>% Occ</b>	<p>The percentage of Units listed by Sub-Type that are considered occupied for NA, NL, NP and OC unit statuses.</p> <p><b>Calculation:</b>                      Total number of Unit Sub-Types considered occupied / Total number of units of that sub-type for the selected property</p>
<b>% Lsd</b>	<p>The percentage of Units listed by Sub-Type that are considered leased for NL, NP, OC, VL and NA (depending on prompts) unit statuses.</p> <p><b>Calculation:</b>                      Total number of Unit Sub-Types considered leased / Total number of units of that sub-type for the selected property</p>
<b>Total</b>	<p>Totals for:</p> <ul style="list-style-type: none"> <li>• Square Feet</li> <li>• Market Rent</li> <li>• Total Units</li> <li>• Vacant Not Leased</li> <li>• Notice Not Leased</li> <li>• Total Not Leased</li> <li>• Vacant Leased</li> <li>• Notice Leased</li> <li>• Total Occupied</li> <li>• Employee</li> <li>• Model</li> <li>• Special</li> <li>• Construction</li> <li>• Down</li> <li>• % Occupied</li> <li>• % Leased</li> </ul>

Apartment Status by Apt Sub-Type Report – Field Descriptions

Field	Description
<b>Percent</b>	This gives percentage totals for: <ul style="list-style-type: none"> <li>• Total Units</li> <li>• Vacant Not Leased</li> <li>• Notice Not Leased</li> <li>• Total Not Leased</li> <li>• Vacant Leased</li> <li>• Notice Leased</li> <li>• Total Occupied</li> <li>• Employee</li> <li>• Model</li> <li>• Special</li> <li>• Construction</li> <li>• Down</li> </ul>
<b>Avg</b>	This gives average amounts for: <ul style="list-style-type: none"> <li>• Square Feet</li> <li>• Market Rent</li> <li>• Mkt \$/Sqft</li> </ul>

## Apartment Status Summary by Apt Type Report – Field Descriptions

Field	Description
<b>Apt.</b>	The Unit Type. <b>Example:</b> 1BR1B
<b>Sq. Ft.</b>	The total square footage per unit.
<b>Market Rent</b>	The unit market or street value, which may differ from the rent amount actually billed to the resident leasing the unit.
<b>Mkt \$/Sqft</b>	The Market Rent Amount per the Unit Square Foot. <b>Calculation:</b> Market Rent Amount / Total Unit Square Foot Amount = Market Cost per Square foot
<b>Total Units</b>	The total number of units on the selected property.
<b>Vacant Not Lsd</b>	The number of vacant units without an associated application or lease.
<b>Notice Not Lsd</b>	The number of on-notice units without an associated application or lease.
<b>Total Not Lsd</b>	The total number of units, both vacant and on-notice, without an associated application or lease.
<b>Vacant Lsd</b>	The number of vacant units that have an associated application or lease.
<b>Notice Lsd</b>	The number of on-notice units that have an associated application or lease.
<b>Total Occupied</b>	The total number of units with an associated applicant, lease, or resident.
<b>Employ</b>	The total number of units on the property with the status <i>Employee</i> .
<b>Model</b>	The total number of units on the property with the status <i>Model</i> .
<b>Special</b>	The total number of units on the property with the status <i>Special</i> .
<b>Construct</b>	The total number of units on the property with the status <i>Construction</i> .
<b>Down</b>	The total number of units on the property with the status <i>Down</i> .
<b>% Occ</b>	The percentage of units listed by type that are occupied for NA, NL, NP and OC unit statuses. <b>Calculation:</b> Total number of Unit Types considered occupied / Total number of units of that type for the selected property

Field	Description
<b>% Lsd</b>	<p>The percentage of units listed by type that are considered leased for NL, NP, OC, VL and NA (depending on prompts) unit statuses.</p> <p><b>Calculation:</b>                      Total number of Unit Types considered leased / Total number of units of that type for the selected property</p>
<b>Total</b>	<p>Totals for:</p> <ul style="list-style-type: none"> <li>• Square Feet</li> <li>• Market Rent</li> <li>• Total Units</li> <li>• Vacant Not Leased</li> <li>• Notice Not Leased</li> <li>• Total Not Leased</li> <li>• Vacant Leased</li> <li>• Notice Leased</li> <li>• Total Occupied</li> <li>• Employee</li> <li>• Model</li> <li>• Special</li> <li>• Construction</li> <li>• Down</li> <li>• % Occupied</li> <li>• % Leased</li> </ul>

Apartment Status by Apt Type Report – Field Descriptions

Field	Description
<b>Percent</b>	This gives percentage totals for: <ul style="list-style-type: none"> <li>• Total Units</li> <li>• Vacant Not Leased</li> <li>• Notice Not Leased</li> <li>• Total Not Leased</li> <li>• Vacant Leased</li> <li>• Notice Leased</li> <li>• Total Occupied</li> <li>• Employee</li> <li>• Model</li> <li>• Special</li> <li>• Construction</li> <li>• Down</li> </ul>
<b>Avg</b>	This gives average amounts for: <ul style="list-style-type: none"> <li>• Square Feet</li> <li>• Market Rent</li> <li>• Mkt \$/Sqft</li> </ul>

# Management Reports

## Property Status Report

This report is a summary of leasing activity for a selected property and date range. Recap sections include a recap of leasing activity by marketing source and a recap of leasing activity by leasing agent.

### Selection Criteria

Items chosen from this list determine what information will print on the report and the level of detail displayed. Select the **Paper saving** option to print the report in smaller font, thereby reducing the amount of paper needed to print the report.

- From Date
- Thru Date
- Paper Saving

### Sort Order

The report data is sorted as follows:

- Marketing Source Analysis section is sorted by Marketing Source and property
- Leasing Agent Analysis section is sorted by Leasing Agent and property

### Totals & Sub-Totals

Totals are listed by property throughout the report.



### Notes

- Leasing activity shown on this report takes place during the week ending with the date entered in the **Thru Date** field when the report is generated. This time frame is referred to as the reporting week. Any status information is computed as of the prompted date.
- If you compare this report to the Weekly Boxscore Report, you will notice a difference in the numbers in the Vacant Not Avail field on the Property Status Report and the Vacant Leased field on the Weekly Boxscore Report. This is due to a difference in the items that are included in the field calculations. On the Property Status Report, Occupancy section, Vacant Not Avail field includes vacant leased and vacant pending units where the Weekly Boxscore Report, Occupancy section, Vacant Leased field only includes vacant leased units in the field calculation.
- If you use the Marketing Source Analysis and Leasing Agent Analysis sections of this report to tie out other leasing activity, you must define Marketing Sources and Leasing Agents in the guest card when it is entered into the system. If not, the report will not calculate these counts.

## Policies

These Property Policies, and how they are set, will affect how report counts are calculated.

- Leasing Activity tab, **Last day of the reporting week**, affects the selection criteria prompts.
- Leasing Activity tab, **Leasing activity reports count traffic as**, affects any counts of traffic.
- Leasing Activity tab, **Model units count as occupied**, affects any counts of occupied units.
- Leasing Activity tab, **Other Use units count as occupied**, affects any counts of occupied units.
- Leasing Activity tab, **A unit is counted as Leased when**, affects any counts of leased units.
- Lease Expirations & Move-Out tab, **A unit is occupied on the day of move-out**, affects any counts on occupied units.

## Policy Notes

It is important to understand how the system defines occupied unit and vacant unit.

- If the Unit Occupancy status is (M)odel and the Property Policy, Model unit count as occupied is active, then the unit is considered occupied.
- If the Unit Occupancy status is (O)ther use and the Property Policy, Other Use units count as occupied is active, then the unit is considered occupied.
- If the Unit Occupancy status is (N)ormal or (E)mployee and if there is any lease linked to that unit with a resident status of (C)urrent, (T)ransfer or (N)otice (calculated as of the prompted End of Week date) and the Property Policy, Unit is occupied on the day of move out is active, then the unit is considered occupied.
- In all other cases, the unit is considered vacant.

A Leased unit is defined as *leased* if at the prompted End of Week date, it satisfies the definition of the Property Policy, **A unit is counted as Leased when**

- Lease Concessions are comprised of the total concessions given up over the life of a lease and any lease renewals.
- They are only computed for units considered *leased* during the specified reporting week and are:
  - the sum of all recurring charges (converted to monthly, if necessary) to income codes of type (C)oncession that were applied or will be applied during the period of time from the beginning of this reporting week through the end of the lease
  - *PLUS* the sum of all renewal detail charges (converted to monthly, if necessary) to income codes of type (C)oncession that are to be applied during the period of time from the beginning of this reporting week through the end of the lease renewal.

## Levels & Values

Field calculations in this report are determined by levels and values noted in the History Table. Use the following as a guide to understanding these levels and values.

### Level – Key Types

- 0 Property**
- 1 Leasing Agent**
- 2 Mkt. Source**
- 3 Unit Type**
- 4 Leasing Agent & Unit Type**
- 5 Mkt. Source & Unit Type**
- 6 Move Out Reason**

### Values

This report references the following values. The levels (key types - as listed above) that apply to these values are listed in [..].

- 1 Phone Calls**  
Number of phone calls received on this date, based on the date for the Contact Type; Phone  
Applies to Levels [0/1/2/3/4/5]
- 2 Qualified Phone Calls**  
Number of phone calls received on this date, based on the date for the Contact Type; Phone and only for qualified guest cards  
Applies to Levels [0/1/2/3/4/5]
- 3 Total First Visits**  
Number of first visits for this date, based on the date of the first contact for the Contact Type; Visit  
Applies to Levels [0/1/2/3/4/5]
- 4 Qualified First Visits**  
Number of first visits for on this date, based on the date of the first contact for the Contact Type; Visit and only for qualified guest cards  
Applies to Levels [0/1/2/3/4/5]

- 5** Total Return Visits  
Number of return visits for this date, based on visit contacts following the first visit contact  
Applies to Levels [0/1/2/3/4/5]
- 6** Qualified Return Visits  
Number of return visits for this date, based on visit contacts following the first visit contact, but only for qualified guest cards  
Applies to Levels [0/1/2/3/4/5]
- 7** Applications Received  
Number of application received for this date, based on the application date  
Applies to Levels [0/1/2/3/4/5]
- 8** Cancelled Applications  
Number of applications cancelled on this date, based on the cancellation date and the reason for cancellation being of type "Cancel"  
Applies to Levels [0/1/2/3/4/5]
- 9** Denied Applications  
Number of applications denied on this date, based on the cancellation date and the reason for cancellation being of type "Denial"  
Applies to Levels [0/1/2/3/4/5]
- 10** Leases Signed  
Number of leases signed on this date, based on the lease signed date  
Applies to Levels [0/1/2/3/4/5]
- 11** Cancelled Leases  
Number of leases cancelled on this date, based on the cancellation date and the reason for cancellation being of type "Cancel"  
Applies to Levels [0/1/2/3/4/5]
- 12** Denied Leases  
Number of leases denied on this date, based on the cancellation date and the reason for cancellation being of type "Denial"  
Applies to Levels [0/1/2/3/4/5]
- 13** Renewals Signed  
Number of renewals signed on this date, based on the renewal signed date  
Applies to Levels [0/1/2/3/4/5]
- 14** Move-Ins  
Number of move-ins on this date, based on the move-in date  
Applies to Levels [0/1/2/3/4/5]

- 15** Move-Outs  
Number of move-outs on this date, based on the move-out date  
Applies to Levels [0/1/2/3/4/5/6]
- 16** Application Approvals  
Number of applications approved on this date, based on the approval date  
Applies to Levels [0/1/2/3/4/5]

### Report Legends

These help you identify various assorted codes used throughout eSite. To learn more about codes used in this report, review the following:

#### Unit Occupancy Statuses

Unit Occupancy Statuses identify the\_occupancy state of a unit on a given date. These are system-calculated based on the date and the status of the associated leases on that date.

- CA** Construction Available
- CL** Construction Leased
- CP** Construction Pending
- NA** On Notice Available
- NL** On Notice Leased
- NP** On Notice Pending
- OC** Occupied
- VA** Vacant Available
- VL** Vacant Leased
- VP** Vacant Pending

**Resident Statuses**

Resident Statuses identify the state of a lease on a given date. These are system-calculated based on the date and the associated lease dates.

- A** Applicant
- C** Current
- F** For Sale
- I** Transfer In
- L** Leased
- N** Notice
- P** Previous
- R** Resale Pending
- T** Transfer
- V** Approve
- X** Cancel
- 1** Resale Applicant
- 2** Resale Approved
- 3** Resale Leased

**Unit Statuses**

Unit Statuses are user-maintained and classify units into normal or special statuses. For instance, a unit that is classified as a Model or Employee unit would be considered a special status.

- C** Construction
- D** Down
- E** Employee
- M** Model
- N** Normal
- O** Other
- W** Wait List

## Understanding the Property Status Report Calculations

Looking at report data can be confusing if you do not have a clear understanding of how the system calculates report fields. This section walks you through some of the report field calculations that users commonly question. When applicable, this section also includes tie out information.



**Note:** This topic pertains to certain sections of the report. To view the complete Property Status Report, refer to your eSite system.

SSI006  
12024  
Select: 05/27/04  
50 Units, 50,510 Sq. Ft.

**Property Status ( 05/24/04 - 05/30/04 )**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 27, 2004**

Page: 1  
05/2004  
05/28/04  
12:48

Occupancy		Percent	Activity	
Total Units (A)	46	100.00 %	Phone (H)	8
Occupied on 05/24/04 (B)	21	45.65 %	Traffic (O)	18
Total Occupied (C)	23	50.00 %	Leases (P)	5
Total Vacant (D)	20	43.48 %	Cancel (Q)	2
Vacant - Not Avail (E)	9		Denials (R)	2
Total On-Notice (F)	3		Net Leases (S)	1
On-Notice - Not Avail (G)	1		Renewals (T)	0
Total Available (H)	13	28.26 %	Move-Ins (U)	5
Employee (I)	2		Move-Outs (V)	2
Model (J)	2		Net Move-In/Out (W)	3
Other Special Use (K)	2			
Down (L)	3			
Construction (M)	4			

*Field Key and Details on next page...*

Field	Details
<p><b>A</b> <b>Total Units</b></p>	<p>The total number of units for the selected property, excluding Wait List and Construction units.</p> <p><b>Calculation:</b> Total Occupied + Total Vacant + Total Down</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Marketing Status Report, Unit Information section, # of Units field</li> <li>• Weekly Boxscore Report, Occupancy section, # of Units field</li> <li>• Rent Roll Report, Unit Analysis section, Total Units field</li> </ul>
<p><b>B</b> <b>Occupied on MM/DD/YY</b></p>	<p>The number of units considered <i>Occupied</i> on the date entered in the <b>From Date</b> field.</p> <p><b>Note:</b> Only these occupancy statuses are considered: O (Occupied), NA (On-Notice Available), NP (On-Notice Appl. Pending) and NL (On-Notice Leased).</p>
<p><b>C</b> <b>Total Occupied</b></p>	<p>The number of units with an <i>Occupied</i> status on the report <b>Thru Date</b>.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Marketing Status Report, Unit Information section, # of Occup. Field</li> <li>• Weekly Boxscore Report, Occupancy section, Occup. Field</li> <li>• Rent Roll Recap Report, Unit Analysis section, Occupied field</li> </ul>
<p><b>D</b> <b>Total Vacant</b></p>	<p>The number of units with a <i>Vacant</i> status on the report <b>Thru Date</b>.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Marketing Status Report, Available to Rent section, Vacant field</li> <li>• Weekly Boxscore Report, Occupancy section, Total Vacant field</li> </ul>
<p><b>E</b> <b>Vacant – Not Avail</b></p>	<p>The number of units where the Occupancy status = VL (Vacant Leased) or VP (Vacant Pending).</p> <p><b>Note:</b> This count excludes Wait List and Down units.</p> <p><b>What Does This Number Tie To?</b> Occupancy &amp; Availability Report, Total Vacant Applied + Total Vacant Leased</p>

Field	Details
<p><b>F</b> <b>Total On-Notice</b></p>	<p>The number of units where the Occupancy status = NA (On Notice Available), NL (On-Notice Leased) or NP (On-Notice Appl. Pending).</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Occupancy &amp; Availability Report, Total On-Notice Available + Total On-Notice Applied + Total On-Notice Leased</li> <li>• Weekly Boxscore Report, Occupancy – Notice Leased + Notice Not Lsd</li> </ul>
<p><b>G</b> <b>On-Notice – Not Avail</b></p>	<p>The number of units where the Occupancy status = NL (On-Notice Leased) or NP (On-Notice Appl. Pending).</p> <p><b>What Does This Number Tie To?</b> Occupancy &amp; Availability Report, Total On-Notice Applied + Total On-Notice Leased</p>
<p><b>H</b> <b>Total Avail</b></p>	<p><b>Calculation:</b> (Total Vacant – Vacant Not Avail) + (Total On Notice – On Notice Not Avail)</p>
<p><b>I</b> <b>Employee</b></p>	<p>The number of units with a unit status of (E)mployee.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Rent Roll Report, Unit Analysis section, Employee field</li> <li>• Rent Roll Recap, Unit Analysis section, Employee field</li> </ul>
<p><b>J</b> <b>Model</b></p>	<p>The number of units with a unit status of (M)odel.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Weekly Boxscore Report, Occupancy section, Model field</li> <li>• Rent Roll Report, Unit Analysis section, Model field</li> <li>• Rent Roll Recap Report, Unit Analysis section, Model field</li> </ul>
<p><b>K</b> <b>Other Special Use</b></p>	<p>The number of units with a unit status of (O)ther.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Weekly Boxscore Report, Occupancy section, Other Use field</li> <li>• Rent Roll Report, Unit Analysis section, Other Use field</li> <li>• Rent Roll Recap Report, Unit Analysis section, Other Use field</li> </ul>

Field	Details
<p><b>L</b> <b>Down</b></p>	<p>The number of units with a unit status of (D)own.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Weekly Boxscore Report, Occupancy section, Down field</li> <li>• Rent Roll Report, Unit Analysis section, Down field</li> <li>• Rent Roll Recap Report, Unit Analysis section, Down field</li> </ul>
<p><b>M</b> <b>Construction</b></p>	<p>The number of units with a unit status of (C)onstruction.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Weekly Boxscore Report, Occupancy section, Const field</li> <li>• Rent Roll Report, Unit Analysis section, Construction field</li> <li>• Rent Roll Recap Report, Unit Analysis section, Construction field</li> </ul>
<p><b>N</b> <b>Phone</b></p>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b>: Level = 0, Value = 1.</p> <p><b>What Does This Number Tie To?</b></p> <p>Marketing Status Report, Weekly Leasing Activity section, Total Phone Calls field</p>
<p><b>O</b> <b>Traffic</b></p>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>Leasing Activity reports counts Traffic as</b>):</p> <ul style="list-style-type: none"> <li>• “Total Traffic”, then Level = 0, Value = 3</li> <li>• “Qualified Traffic”, then Level = 0, Value = 4</li> <li>• “Total Visits”, then Level = 0, Value = 5</li> <li>• “Qualified Visits”, then Level = 0, Value = 6</li> </ul> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Marketing Status Report, Weekly Leasing Activity section, Total Net Traffic field</li> <li>• Leasing Summary Report, Traffic Summary section, Total Traffic or Net Traffic fields</li> </ul>
<p><b>P</b> <b>Leases</b></p>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>A unit is counted as Leased when</b>):</p> <ul style="list-style-type: none"> <li>• 1 – application is entered, then Level = 0, Value = 7</li> <li>• 2 – security deposit is received, then Level = 0, Value = 16</li> <li>• 3 – application is approved, then Level = 0, Value = 15</li> <li>• 4 – lease is signed, then Level = 0, Value = 10</li> <li>• 5 – resident moves in, then Level = 0, Value = 13</li> </ul>

Field	Details
<p><b>Q</b> <b>Cancels</b></p>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b>: Level = 0, Value = 8 + Value = 11.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Leasing Summary Report, Traffic Summary section, Cancellations field</li> <li>• Weekly Boxscore Report, Leasing sections, This Week App Cancels + This Week Leased Cancels</li> </ul>
<p><b>R</b> <b>Denials</b></p>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b>: Level = 0, Value = 9.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Leasing Summary Report, Traffic Summary section, Denials field</li> <li>• Weekly Boxscore Report, Leasing sections, This Week App Denials + This Week Leased Denials</li> </ul>
<p><b>S</b> <b>Net Leases</b></p>	<p><b>Calculation:</b> Leases – Cancels – Denials = Net Leases</p>
<p><b>T</b> <b>Renewals</b></p>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b>: Level = 0, Value = 12.</p>
<p><b>U</b> <b>Move-Ins</b></p>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b>: Level = 0, Value = 13</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Marketing Status Report, Weekly Leasing Activity section, Move Ins This Week field</li> <li>• Weekly Boxscore Report, Occupancy section, This Weeks Move-Ins field</li> <li>• Leasing Summary Report, Daily Traffic section, Move Ins field</li> </ul>
<p><b>V</b> <b>Move-Outs</b></p>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b>: Level = 0, Value = 14.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Marketing Status Report, Weekly Leasing Activity section, Move Outs This Week field</li> <li>• Weekly Boxscore Report, Occupancy section, This Weeks Move-Outs field</li> <li>• Leasing Summary Report, Daily Traffic section, Move Outs field</li> </ul>

Field	Details
<b>W</b> <b>Net Move-In/Out</b>	<b>Calculation:</b> Move Ins – Move Outs = Net Move-In/Out <b>What Does This Number Tie To?</b> Weekly Boxscore Report, Occupancy section, This Weeks Net Change field

## Property Status Report – Field Descriptions

### Occupancy

Field	Description
<b>Total Units</b>	The total number of units for the selected property, excluding Wait List and Construction units.
<b>Total Units Percent</b>	Total Units displays as 100%.
<b>Occupied on (From date)</b>	The number of units with a status of OC, NA, NP or NL on the report <b>From Date</b> .
<b>Occupied on (From date) Percent</b>	<b>Calculation:</b> Occupied on From Date / Total Units X 100
<b>Total Occupied</b>	The number of units with a status of OC, NA, NP or NL on the report <b>Thru Date</b> .
<b>Total Occupied Percent</b>	<b>Calculation:</b> Total Occupied / Total Units X 100
<b>Total Vacant</b>	The number of units with a status of VA, VL or VP.
<b>Total Vacant Percent</b>	<b>Calculation:</b> Total Vacant / Total Units X 100
<b>Vacant – Not Available</b>	The number of units with a status of VP or VL.
<b>Total On-Notice</b>	The number of units with a status of NA, NP or NL.
<b>On-Notice – Not Available</b>	The number of units with a status of NP or NL.

**Occupancy**

Field	Description
<b>Total Available</b>	<b>Calculation:</b> (Total Vacant – Vacant Not Avail) + (Total On Notice – On Notice Not Avail)
<b>Total Available Percent</b>	<b>Calculation:</b> Total Available / Total Units X 100
<b>Employee</b>	The number of units with a unit status of (E)mployee.
<b>Model</b>	The number of units with a unit status of (M)odel.
<b>Other Special Use</b>	The number of units with a unit status of (O)ther.
<b>Down</b>	The number of units with a unit status of (D)own.
<b>Construction</b>	The number of units with a unit status of (C)onstruction.



**Note:** Leasing Activity takes place during the week ending with the date entered in the report Thru Date field. Any status information is computed as of this date.

**Activity**

Field	Description
<b>Phone</b>	The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> : Level = 0, Value = 1.
<b>Traffic</b>	The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>Leasing Activity Reports count Traffic as</b> ): <ul style="list-style-type: none"> <li>• “Total Traffic”, then Level = 0, Value = 3</li> <li>• “Qualified Traffic”, then Level = 0, Value = 4</li> <li>• “Total Visits”, then Level = 0, Value = 3 + Value = 5</li> <li>• “Qualified Visits”, then Level = 0, Value = 4 + Value = 6</li> </ul>

## Activity

Field	Description
<b>Leases</b>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>A unit is counted as Leased when</b>):</p> <ul style="list-style-type: none"> <li>• 1: application is entered, then Level = 0, Value = 7</li> <li>• 2: security deposit is received, then Level = 0, Value = 16</li> <li>• 3: application is approved, then Level = 0, Value = 15</li> <li>• 4: lease is signed, then Level = 0, Value = 10</li> <li>• 5: resident moves in, then Level = 0, Value = 13</li> </ul>
<b>Cancel</b> s	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>A unit is counted as Leased when</b>):</p> <ul style="list-style-type: none"> <li>• 1, 2, 3 or 5: Level = 0, Value = 8 + Value = 11</li> <li>• 4: Level = 0, Value = 11</li> </ul>
<b>Denials</b>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, A unit is counted as Leased when)</p> <ul style="list-style-type: none"> <li>• 1, 2, 3 or 5: Level = 0, Value = 9 + Value = 12</li> <li>• 4: Level = 0, Value = 9</li> </ul>
<b>Net Leases</b>	<p><b>Calculation:</b> Leases – Cancels – Denials = Net Leases</p>
<b>Renewals</b>	The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> : Level = 0, Value = 12.
<b>Move-Ins</b>	The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> : Level = 0, Value = 13.
<b>Move-Outs</b>	The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> : Level = 0, Value = 14.
<b>Net Move-In/Out</b>	<p><b>Calculation:</b> Move Ins – Move Outs</p>

## Marketing Source Analysis

Field	Description
<b>Marketing Source Description</b>	The description of Marketing Source, listed as one line per source. <b>Example:</b> Apartment Guide
<b>Phone</b>	The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> : Level = 2, Value = 1.
<b>Traffic Total</b>	The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>Leasing Activity Reports count Traffic as</b> ): <ul style="list-style-type: none"> <li>• “Total traffic”, then Level=2, Value = 3</li> <li>• “Qualified traffic”, then Level=2, Value = 4</li> <li>• “Total visits”, then Level=2, Value = 3 + value = 5</li> <li>• “Qualified visits”, then Level=2, Value = 4 + value = 6</li> </ul>
<b>Percent Total</b>	<b>Calculation:</b> (Traffic Total / Sum of this column) X 100
<b>Unqualified</b>	The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>Leasing Activity Reports count Traffic as</b> ): <ul style="list-style-type: none"> <li>• “Total traffic”, then Level=2, Value = 3 – Value =4</li> <li>• “Qualified traffic”, then Level=2, Value = 3 – Value = 4</li> <li>• “Total visits”, then Level=2, (Value = 3+ Value 5) – (Value 4 + Value 6)</li> <li>• “Qualified visits”, then Level=2, (Value = 3 + Value 5) – (Value 4 + Value 6)</li> </ul>
<b>Returns</b>	The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>Leasing Activity Reports count Traffic as</b> ): <ul style="list-style-type: none"> <li>• “Total traffic”, then Level=2, Value = 5</li> <li>• “Qualified traffic”, then Level=2, Value = 6</li> <li>• “Total visits”, then Level=2, Value = 5</li> <li>• “Qualified visits”, then Level=2, Value 6</li> </ul>

## Marketing Source Analysis

Field	Description
<b>Leases</b>	The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>A unit is counted as Leased when</b> ): <ul style="list-style-type: none"> <li>• 1: application is entered, then Level = 2, Value = 7</li> <li>• 2: security deposit is received, then Level = 2, Value = 16</li> <li>• 3: application is approved, then Level = 2, Value = 15</li> <li>• 4: lease is signed, then Level = 2, Value = 10</li> <li>• 5: resident moves in, then Level = 2, Value = 13</li> </ul>
<b>Cancels/Denials</b>	The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>A unit is counted as Leased when</b> ): <ul style="list-style-type: none"> <li>• 1, 2, 3 or 5: Level = 2, Value = 8 + Value = 9 + Value = 11 + Value = 12</li> <li>• 4: Level = 2, Value = 8 + Value = 9</li> </ul>
<b>Net Leases Total</b>	<b>Calculation:</b> Leases – Cancels/Denials
<b>Net Leases Percent</b>	<b>Calculation:</b> (Net Lease Total / Sum of this column) X 100
<b>Totals</b>	The sum of the detail.

## Leasing Agent Analysis

Field	Description
<b>Leasing Agent</b>	The Leasing Agent Name, listed as one line per agent. <b>Example:</b> Sally Smith
<b>Phone</b>	The sum of History table counts between report <b>From</b> and <b>Thru Date</b> : Level = 1, Value = 1.
<b>Traffic Total</b>	The sum of History table counts between report <b>From</b> and <b>Thru Date</b> (based on the Property Policy, <b>Leasing Activity Reports count Traffic as</b> ): <ul style="list-style-type: none"> <li>• “Total traffic”, then Level=1, Value = 3</li> <li>• “Qualified traffic”, then Level=1, Value = 4</li> <li>• “Total visits”, then Level=1, Value = 3 + Value =5</li> <li>• “Qualified visits”, then Level=1, Value = 3 + Value =6</li> </ul>

## Leasing Agent Analysis

Field	Description
<b>Percent Total</b>	<b>Calculation:</b> (Traffic Total / Sum of this column) X 100
<b>Unqualified</b>	The sum of History table counts between report <b>From</b> and <b>Thru Date</b> (based on the Property Policy, <b>Leasing Activity Reports count Traffic as</b> ): <ul style="list-style-type: none"> <li>• “Total traffic”, then Level=1, Value = 3 – Value =4</li> <li>• “Qualified traffic”, then Level=1, Value = 3 – Value = 4</li> <li>• “Total visits”, then Level=1, (Value = 3 + Value = 5) – (Value = 4 + Value = 6)</li> <li>• “Qualified visits”, then Level=1, (Value = 3 + Value = 5) – (Value = 4 + Value = 6)</li> </ul>
<b>Returns</b>	The sum of History table counts between report <b>From</b> and <b>Thru Date</b> (based on the Property Policy, <b>Leasing Activity Reports count Traffic as</b> ): <ul style="list-style-type: none"> <li>• “Total traffic”, then Level=1, Value = 5</li> <li>• “Qualified traffic”, then Level=1, Value = 6</li> <li>• “Total visits”, then Level=1, Value = 5</li> <li>• “Qualified visits”, then Level=1, Value 6</li> </ul>
<b>Leases</b>	The sum of History table counts between report <b>From</b> and <b>Thru Date</b> (based on the Property Policy, <b>A unit is counted as Leased when</b> ): <ul style="list-style-type: none"> <li>• 1: application is entered”, then Level = 1, Value = 7</li> <li>• 2: security deposit is received”, then Level = 1, Value = 16</li> <li>• 3: application is approved”, then Level = 1, Value = 15</li> <li>• 4: lease is signed”, then Level = 1, Value = 10</li> <li>• 5: resident moves in ”, then Level = 1, Value = 13</li> </ul>
<b>Cancels/Denials</b>	The sum of History table counts between report <b>From</b> and <b>Thru Date</b> (based on the Property Policy, <b>A unit is counted as Leased when</b> ): <ul style="list-style-type: none"> <li>• 1, 2, 3 or 5: Level = 1, Value = 8 + Value = 9 + Value = 11 + Value = 12</li> <li>• 4: Level = 1, Value = 8 + Value = 9</li> </ul>

**Leasing Agent Analysis**

<b>Field</b>	<b>Description</b>
<b>Net Leases Total</b>	<b>Calculation:</b> Leases – Cancels/Denials
<b>Net Leases Percent</b>	<b>Calculation:</b> (Net Lease Total / Sum of this column) X 100
<b>Renewals</b>	The sum of History table counts between report <b>From</b> and <b>Thru Date</b> : Level = 1, Value = 12.
<b>Totals</b>	The sum of the detail.

# Leasing Reports

## Leasing Summary Report

**Leasing Summary Report** lists leasing activity detail for a specified date range.

### Selection Criteria

- From Date
- Thru Date
- Include Traffic Information
- Include Leasing Information
- Include Concession Information
- Include Marketing Information
- Include Projection Information
- Number of Days for Apt Ready Report

### Restrictions

Restrictions are listed as selection criteria above.

### Sort Order

Sort orders are listed in sections as they appear on the report.

1	Traffic Summary	None
2	Closing Ratios	Leasing Agent
3	Net Traffic by Apt Type	Leasing Agent
4	Traffic Summary	Source
5	YTD Traffic Summary	Source
6	Leases by Apt Type	Leasing Agent
7	Traffic Request by Apt Type	Apt Type
8	Total Closed by Apt Type	Leasing Agent
9	Daily Traffic	Day of Week
10	Reason for Moving	Move-Out Reason

11	Average Lease Rent Rate	Apt. Type
12	Average Collected Lease	Apt. Type
13	Summary of Leases	Apt. Type
14	Percentage of Apts. Available	Apt. Type
15	Rental Concessions	Apt Type
16	Rental Concession – By Month	Month
17	30 Day Projection – Leases Required for 100% Leases	None
18	30 Day Projection – Traffic Required for 100% Leases	None
19	30 Day Projection – Closing Ratio	None
20	Apt Ready Report	Apt. Type
21	Benchmarks	None
22	Holdover Audit	Unit (Apartment)

### Totals & Sub-Totals

Section totals are listed as *Total* lines throughout this report.



**Note:** A unit must have a Make Ready and/or a Vacate Date for the report date range, in order for that unit to be included in the calculations displayed in the Unit Ready Report section. If not, these units will not be included.

### Policies

These Property Policies, and how they are set, will affect how report counts are calculated.

- Leasing Activity tab, **Leasing Activity Reports count Net Closed as**, affects leasing activity counts.
- Leasing Activity tab, **A unit is counted as Closed when**, affects leasing activity counts.
- Leasing Activity tab, **Leasing Activity Reports count Net Traffic as**, affects leasing activity counts.
- Leasing Activity tab, **Leasing Activity Reports counts Traffic as**, affects leasing activity counts.
- Leasing Activity tab, **Days vacancy for Holdover Calculations**, affects leasing activity counts.
- View, Journal & Calculation tab, **Method to calculate Lost Rent**, affects how lost rent amounts are calculated.

## Levels & Values

Levels and values noted in the History Table Field determine the calculations in this report. Use the following as a guide to understanding these levels and values.

### Level – Key Types

- 0 Property**
- 1 Leasing Agent**
- 2 Mkt. Source**
- 3 Unit Type**
- 4 Leasing Agent, Unit Type**
- 5 Mkt. Source, Unit Type**
- 6 Move Out Reason**

### Values

This report references the following values. The levels (key types - as listed above) that apply to these values are listed in [..].

- 1 Phone Calls**  
Number of phone calls received on this date, based on the date for the Contact Type; Phone  
Applies to Levels [0/1/2/3/4/5]
- 2 Qualified Phone Calls**  
Number of phone calls received on this date, based on the date for the Contact Type; Phone and only for qualified guest cards  
Applies to Levels [0/1/2/3/4/5]
- 3 Total First Visits**  
Number of first visits for this date, based on the date of the first contact for the Contact Type; Visit  
Applies to Levels [0/1/2/3/4/5]
- 4 Qualified First Visits**  
Number of first visits for on this date, based on the date of the first contact for the Contact Type; Visit and only for qualified guest cards  
Applies to Levels [0/1/2/3/4/5]

- 5** Total Return Visits  
Number of return visits for this date, based on visit contacts following the first visit contact  
Applies to Levels [0/1/2/3/4/5]
- 6** Qualified Return Visits  
Number of return visits for this date, based on visit contacts following the first visit contact, but only for qualified guest cards  
Applies to Levels [0/1/2/3/4/5]
- 7** Applications Received  
Number of application received for this date, based on the application date  
Applies to Levels [0/1/2/3/4/5]
- 8** Cancelled Applications  
Number of applications cancelled on this date, based on the cancellation date and the reason for cancellation being of type “Cancel”  
Applies to Levels [0/1/2/3/4/5]
- 9** Denied Applications  
Number of applications denied on this date, based on the cancellation date and the reason for cancellation being of type “Denial”  
Applies to Levels [0/1/2/3/4/5]
- 10** Leases Signed  
Number of leases signed on this date, based on the lease signed date  
Applies to Levels [0/1/2/3/4/5]
- 11** Cancelled Leases  
Number of leases cancelled on this date, based on the cancellation date and the reason for cancellation being of type “Cancel”  
Applies to Levels [0/1/2/3/4/5]
- 12** Denied Leases  
Number of leases denied on this date, based on the cancellation date and the reason for cancellation being of type “Denial”  
Applies to Levels [0/1/2/3/4/5]
- 13** Renewals Signed  
Number of renewals signed on this date, based on the renewal signed date  
Applies to Levels [0/1/2/3/4/5]
- 14** Move-Ins  
Number of move-ins on this date, based on the move-in date  
Applies to Levels [0/1/2/3/4/5]

- 15** Move-Outs  
Number of move-outs on this date, based on the move-out date  
Applies to Levels [0/1/2/3/4/5/6]
- 16** Application Approvals  
Number of applications approved on this date, based on the approval date  
Applies to Levels [0/1/2/3/4/5]
- 17** Move-Outs  
Number of move-outs on this date, based on the move-out date  
Applies to Levels [0/1/2/3/4/5/6]

### Report Legends

Report legends help you identify various assorted codes used throughout eSite. To learn more about codes used in this report, review the following:

#### Unit Occupancy Statuses

Unit Occupancy Statuses identify the occupancy state of a unit on a given date. These are system-calculated based on the date and the status of the associated leases on that date.

- CA** Construction Available
- CL** Construction Leased
- CP** Construction Pending
- NA** On Notice Available
- NL** On Notice Leased
- NP** On Notice Pending
- OC** Occupied
- VA** Vacant Available
- VL** Vacant Leased
- VP** Vacant Pending

**Resident Statuses**

Resident Statuses identify the state of a lease on a given date. They are system-calculated, based on the date and the associated lease dates.

- A** Applicant
- C** Current
- F** For Sale
- I** Transfer In
- L** Leased
- N** Notice
- P** Previous
- R** Resale Pending
- T** Transfer
- V** Approve
- X** Cancel
- 1** Resale Applicant
- 2** Resale Approved
- 3** Resale Leased

**Unit Statuses**

Unit Statuses are user-maintained and classify units into normal or special statuses. For instance, a unit that is classified as a Model or Employee unit would be considered a special status.

- C** Construction
- D** Down
- E** Employee
- M** Model
- N** Normal
- O** Other
- W** Wait List

## Understanding the Leasing Summary Report Calculations

Looking at report data can be confusing if you do not have a clear understanding of how the system calculates report fields. This section walks you through some of the report field calculations that users commonly question. When applicable, this section also includes tie out information.



**Note:** This topic pertains to certain sections of the report. To view the complete Leasing Summary Report, refer to your eSite system.

SSI004  
12024  
Select: 05/27/04  
50 Units, 50,510 Sq. Ft.

**Leasing Summary Report ( 05/24/2004 - 05/30/2004 )**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 27, 2004**

Page: 1 of 6  
05/2004  
05/28/04  
12:50

### Traffic Summary

Total Traffic (A)	18	Total Initial Phone Calls	8	Total Initial Internet Visits	4
Returns (B)	2	Initial Calls To Traffic	2	Initial Internet To Traffic	1
Net Traffic (C)	16				
Total Closed (D)	6				
Cancellations (E)	2				
Denials (F)	2				
Net Closed (G)	2				
Closing Ratio (H)	12.5%	Conversion Ratio	25.0%	Conversion Ratio	25%

Field	Details
A Total Traffic	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>Leasing Activity Reports count Traffic as</b>):</p> <ul style="list-style-type: none"> <li>• "Total Traffic", then Level = 0, Value = 3</li> <li>• "Qualified Traffic", then Level = 0, Value = 4</li> <li>• "Total Visits", then Level = 0, Value = 3 + Value = 5</li> <li>• "Qualified Visits", then Level = 0, Value = -4 + Value = 6</li> </ul> <p><b>What Does This Number Tie To?</b> Property Status Report, Activity section, Traffic field</p>

Field	Details
<p><b>B</b> <b>Returns</b></p>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>Leasing Activity Reports count Traffic as</b>):</p> <ul style="list-style-type: none"> <li>• “Total traffic”, then Level=0, Value = 5</li> <li>• “Qualified traffic”, then Level=0, Value = 6</li> <li>• “Total visits”, then Level=0, Value = 5</li> <li>• “Qualified visits”, then Level=0, Value 6</li> </ul>
<p><b>C</b> <b>Net Traffic</b></p>	<p><b>Calculation:</b> Total Traffic – Returns</p> <p><b>What Does This Number Tie To?</b> Marketing Status Report, Weekly Leasing Activity section, Net Traffic field</p>
<p><b>D</b> <b>Total Closed</b></p>	<p>The Property Policy, <b>A unit is counted as Closed when</b>, determines whether this value reflects Received Applications, Approved Applications, First Time Received Security Deposits, Signed Leases, Move Ins</p> <ul style="list-style-type: none"> <li>• 1: Received Applications – Level 0, Value 7</li> <li>• 2: Security Deposit Received – Level 0, Value 16</li> <li>• 3: Approved Applications – Level 0, Value 15</li> <li>• 4: Signed Lease - Level 0, Value 10</li> <li>• 5: Move ins - Level 0, Value 13</li> </ul>
<p><b>E</b> <b>Cancellation</b></p>	<p>A count of residents with a Cancellation Date recorded to them for the date range. The Property Policy, <b>A unit is counted as Closed when</b>, determines whether this value reflects</p> <ul style="list-style-type: none"> <li>• 1, 2, 3, 5: Level 0, Value 8 + Value 11</li> <li>• 4: Level 0, Value 11</li> </ul> <p><b>What Does This Number Tie To?</b> Weekly Boxscore Report, Leasing sections, This Week Cancel field</p>
<p><b>F</b> <b>Denials</b></p>	<p>A count of residents with a Denial Date recorded to them for the date range. The Property Policy, <b>A unit is counted as Closed when</b>, determines whether this value reflects</p> <ul style="list-style-type: none"> <li>• 1, 2, 3, 5: Level 0, Value 9 + Value = 12</li> <li>• 4: Level 0, Value 12</li> </ul> <p><b>What Does This Number Tie To?</b> Weekly Boxscore Report, Leasing section, This Week Denial field</p>

Field	Details
<b>G Net Closed</b>	The Property Policy, <b>Leasing Activity reports count Net Closed as</b> , determines whether this value represents Total Closed or Total Closed less Cancellations and Denials. <ul style="list-style-type: none"> <li>Option 1 = Total Closed: Total Closed (amount from above).</li> <li>Option 2 = Total leases less cancel/denial: Total closed (from amount above) less cancellations (amount from above) and denials (amount from above).</li> </ul>
<b>H Closing Ratio</b>	<b>Calculation:</b> (Total Net Traffic / Net Closed) X 100

<u>Average Lease Rent Rate</u>			***** <b>A</b> Potential Rent *****				***** <b>B</b> Leased Rent *****				***** <b>C</b> Market Rent *****				
Type	Count	Sq.Ft.	Low	High	Avg	/Sq.Ft.	Low	High	Avg (all)	Avg (leased)	/Sq.Ft.	Low	High	Avg	/Sq.Ft.
11CA	17	800	1,000.00	1,325.00	1,185.59	1.48	1,000.00	1,310.00	435.88	1,058.57	0.54	1,235.00	1,325.00	1,274.71	1.59
22CB	16	1,000	1,215.00	1,445.00	1,144.38	1.14	1,215.00	1,440.00	610.31	1,085.00	0.61	1,415.00	1,445.00	1,422.19	1.42
32CCT	17	1,230	1,650.00	1,685.00	1,366.47	1.11	1,650.00	1,675.00	780.00	1,205.45	0.63	1,650.00	1,685.00	1,657.65	1.35
<b>Total</b>	<b>50</b>	<b>1,010</b>			<b>1,233.90</b>	<b>1.22</b>			<b>608.70</b>	<b>1,127.22</b>	<b>0.60</b>			<b>1,452.10</b>	<b>1.44</b>

Field	Details
<b>A Potential Rent</b>	This section lists a Low, High, and Average amount of Potential Rent per Unit Type for the specified date range. <ul style="list-style-type: none"> <li><b>Low</b> – Lowest potential rent amount found for this unit type.</li> <li><b>High</b> – Highest potential rent amount found for this unit type.</li> <li>Average – Calculation</li> <li>Total Potential / Unit Type Count</li> </ul> <b>Calculation:</b> Potential = Total Recurring Charges (for income codes set to Potential = Y only) for Current and On-Notice residents as of the end of the report date range or Market Rent for Vacant Units

Field	Details
<p><b>A, Potential Rent</b></p>	<p><b>What Does This Number Tie To?</b> Rent Summary Report, Gross Potential Rent columns...look for Low and High amounts</p>
<p><b>B Leased Rent</b></p>	<p>This section lists a Low, High and Average amount of Leased Rent per Unit Type for the specified date range.</p> <p><b>Low</b> - Lowest leased rent amount found for this unit type  <b>High</b> – Highest leased rent amount found for this unit type  <b>Average (All) – Calculation:</b>  Total Leased Rent / Unit Type Count  <b>Average (Lsd) – Calculation:</b>  Total Leased Rent / Number of units leased  <b>Calculation:</b>  Total Recurring Charges (for income codes set to Potential = Y only) for Current, Leased, and On-Notice residents as of the end of the report date range or Market Rent for Vacant (excluding Leased) Units.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Rent Roll Report, Gross Potential Rent columns...look for Low and High amounts.</li> </ul>
<p><b>C Market Rent</b></p>	<p>This section lists a Low, High and Average amount of Market Rent per Unit Type for the specified date range.</p> <p><b>Low</b> – Lowest market rent amount found for this unit type  <b>High</b> – Highest market rent amount found for this unit type  <b>Average – Calculation:</b>  Total Market Rent / Unit Type Count  <b>Sq.Ft. – Calculation:</b>  Total Market Rent / Unit Type Square Feet  <b>What Does This Number Tie To?</b>  Marketing Status Report, Unit Information section...look for Low and High amounts.</p>

**Average Collected Lease**

Unit Type	# Apts.	# Apts. Collected	Occupancy Days	Average Collected	Total Collected
11CA	16	4	211	-698.67	-4,755.48
22CB	13	5	192	1,214.97	7,525.00
32CCT	17	5	260	690.19	5,788.70
<b>Total</b>	46	14	663	400.00	8,558.22
	(A)	(B)	(C)	(D)	(E)

Field	Details
<b>A # Apts</b>	The number of units of this type (excluding wait list and construction units).
<b>B # Apts Collected</b>	The number of units in the property of this type that have had a payment made to a potential income code during the current period.
<b>C Occupancy Days</b>	The sum of the number of days each unit of this type was occupied during the current period.
<b>D Average Collected</b>	Total Collected / Occupancy Days * # of days in Current Period.
<b>E Total Collected</b>	The sum of payment transactions in Current Period.

## Leasing Summary Report – Field Descriptions

### Traffic Summary

Field	Description
<b>Total Traffic</b>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>Leasing Activity Reports count Traffic as</b>):</p> <ul style="list-style-type: none"> <li>• “Total Traffic”, then Level = 0, Value = 3</li> <li>• “Qualified Traffic”, then Level = 0, Value = 4</li> <li>• “Total Visits”, then Level = 0, Value =3 + Value = 5</li> <li>• “Qualified Visits”, then Level = 0, Value –4 + Value = 6</li> </ul>
<b>Returns</b>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>Leasing Activity Reports count Traffic as</b>):</p> <ul style="list-style-type: none"> <li>• “Total traffic”, then Level=0, Value = 5</li> <li>• “Qualified traffic”, then Level=0, Value = 6</li> <li>• “Total visits”, then Level=0, Value = 5</li> <li>• “Qualified visits”, then Level=0, Value 6</li> </ul>
<b>Net Traffic</b>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>Leasing Activity Reports count Net Traffic as</b>):</p> <ul style="list-style-type: none"> <li>• “Total Traffic”, then Level = 0, Value = 3</li> <li>• “Qualified Traffic”, then Level = 0, Value = 4</li> <li>• “Total Visits”, then Level = 0, Value =3 + Value = 5</li> <li>• “Qualified Visits”, then Level = 0, Value –4 + Value = 6</li> </ul>
<b>Total Closed</b>	<p>The Property Policy, <b>A unit is counted as Closed when</b>, determines whether this value reflects, Received Applications, Approved Applications, First Time Received Security Deposits, Signed Leases, Move Ins.</p> <ul style="list-style-type: none"> <li>• 1: Received Applications – Level 0, Value 7</li> <li>• 2: Security Deposit Received – Level 0, Value 16</li> <li>• 3: Approved Applications – Level 0, Value 15</li> <li>• 4: Signed Lease - Level 0, Value 10</li> <li>• 5: Move Ins - Level 0, Value 13</li> </ul>
<b>Cancellations</b>	<p>The count of residents with a Cancellation Date recorded to them for the date range. The Property Policy, <b>A lease is counted as Lease when</b>, determines whether this value reflects</p> <ul style="list-style-type: none"> <li>• 1, 2, 3, 5: Level 0, Value 8 + Value 11</li> <li>• 4: Level 0, Value 11</li> </ul>

**Traffic Summary**

Field	Description
<b>Denials</b>	<p>A count of residents with a Denial Date recorded to them for the date range. The Property Policy, <b>A lease is counted as Leased when</b>, determines whether this value reflects</p> <ul style="list-style-type: none"> <li>• 1, 2, 3, 5: Level 0, Value 9 + Value = 12</li> <li>• 4: Level 0, Value 12</li> </ul>
<b>Net Closed</b>	<p>The Property policy, <b>Leasing Activity reports count Net Closed as</b>, determines whether this value represents Total Closed or Total Closed less cancellations and denials.</p> <ul style="list-style-type: none"> <li>• Option 1 = Total Closed: Total Closed (amount from above)</li> <li>• Option 2 = Total Closed less Cancel/Denial: Total Closed (amount from above) – Cancels – Denials (amount from above)</li> </ul>
<b>Total Initial Phone Calls</b>	<p>This total comes from the Contact table, Total Number Of Guest Cards, where the initial contact was via a phone call and the phone call occurred during the specified date range.</p>
<b>Initial Calls to Traffic</b>	<p>This total comes from the Contact Table, Total Number Of Guest Cards, where the initial contact was via a phone call and the first visit occurred during the specified date range.</p>
<b>Total Initial Internet Visits</b>	<p>This total comes from the Contact table, Total Number Of Guest Cards, where the initial contact was via the Internet and the contact occurred during the specified date range.</p>
<b>Initial Internet to Traffic</b>	<p>This comes from the Contact Table, Total Number Of Guest Cards, where the initial contact was via the internet and the first visit occurred during the specified date range.</p>
<b>Closing Ratio</b>	<p>The Net Closed divided by the number of Net Traffic for the reporting week.</p> <p><b>Calculation:</b>  <math display="block">\text{Net Closed} / \text{Net Traffic} \times 100</math></p>
<b>Conversion Ratios – Phone Calls</b>	<p>The number of calls to traffic divided the total number of phone calls received during the reporting week.</p> <p><b>Calculation:</b>  <math display="block">\text{Initial Calls to Traffic} / \text{Total Initial Phone Calls} \times 100</math></p>
<b>Conversion Ratios – Internet</b>	<p>The number of calls to traffic divided the total number of internet visits received during the reporting week.</p> <p><b>Calculation:</b>  <math display="block">\text{Initial Internet to Traffic} / \text{Total Initial Internet Visits} \times 100</math></p>

**Closing Ratios**

Field	Description
<b>Leasing Consultant</b>	The Leasing Agent Code and the Leasing Agent Name.
<b>Total Traffic</b>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>Leasing Activity Reports count Traffic as</b>):</p> <ul style="list-style-type: none"> <li>• “Total Traffic”, then Level = 1, Value = 3</li> <li>• “Qualified Traffic”, then Level = 1, Value = 4</li> <li>• “Total Visits”, then Level = 1, Value =3 + Value = 5</li> <li>• “Qualified Visits”, then Level = 1, Value –4 + Value = 6</li> </ul>
<b>Returns</b>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>Leasing Activity Reports count Traffic as</b>):</p> <ul style="list-style-type: none"> <li>• “Total traffic”, then Level=1, Value = 5</li> <li>• “Qualified traffic”, then Level=1, Value = 6</li> <li>• “Total visits”, then Level=1, Value = 5</li> <li>• “Qualified visits”, then Level=1, Value 6</li> </ul>
<b>Net Traffic</b>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>Leasing Activity Reports count Net Traffic as</b>):</p> <ul style="list-style-type: none"> <li>• “Total Traffic”, then Level = 1, Value = 3</li> <li>• “Qualified Traffic”, then Level = 1, Value = 4</li> <li>• “Total Visits”, then Level = 1, Value =3 + Value = 5</li> <li>• “Qualified Visits”, then Level = 1, Value –4 + Value = 6</li> </ul>
<b>Total Closed</b>	<p>The Property Policy, <b>A unit is counted as Closed when</b>, determines whether this value reflects Received Applications, Approved Applications, First Time Received Security Deposits, Signed Leases, Move Ins:</p> <ul style="list-style-type: none"> <li>• 1: Received Applications – Level 1, Value 7</li> <li>• 2: Security Deposit Received – Level 1, Value 16</li> <li>• 3: Approved Applications – Level 1, Value 15</li> <li>• 4: Signed Lease - Level 1, Value 10</li> <li>• 5: Move ins - Level 1, Value 13</li> </ul>

**Closing Ratios**

Field	Description
<b>Cancels</b>	<p>A count of residents with a Cancellation Date recorded to them for the date range. The Property Policy, <b>A lease is counted as Lease when</b>, determines whether this value reflects</p> <ul style="list-style-type: none"> <li>• 1, 2, 3, 5: Level 0, Value 8 + Value 11</li> <li>• 4: Level 0, Value 11</li> </ul>
<b>Total Closed</b>	<p>The Property Policy, <b>A unit is counted as Closed when</b>, determines whether this value reflects, Received Applications, Approved Applications, First Time Received Security Deposits, Signed Leases, Move Ins.</p> <ul style="list-style-type: none"> <li>• 1: Received Applications – Level 1, Value 7</li> <li>• 2: Security Deposit Received – Level 1, Value 16</li> <li>• 3: Approved Applications – Level 1, Value 15</li> <li>• 4: Signed Lease - Level 1, Value 10</li> <li>• 5: Move ins - Level 1, Value 13</li> </ul>
<b>Cancels</b>	<p>A count of residents with a Cancellation Date recorded to them for the date range. The Property Policy, <b>A lease is counted as Lease when</b>, determines whether this value reflects</p> <ul style="list-style-type: none"> <li>• 1, 2, 3, 5: Level 0, Value 8 + Value 11</li> <li>• 4: Level 0, Value 11</li> </ul>
<b>Denials</b>	<p>A count of residents with a Denial Date recorded to them for the date range. The Property Policy, <b>A lease is counted as Leased when</b>, determines whether this value reflects</p> <ul style="list-style-type: none"> <li>• 1, 2, 3, 5: Level 0, Value 9 + Value = 12</li> <li>• 4: Level 0, Value 12</li> </ul>
<b>Net Closed</b>	<p>The Property Policy, <b>Leasing Activity reports count Net Closed as</b>, determines whether this value represents Total Closed or Total Closed less cancellations and denials.</p>
<b>Total Priority Deposits</b>	<p>The total number of initial security deposits received for leases for the date range Level 1, Value 16</p>
<b>Closing Ratios - Leases</b>	<p>The Net Closed per leasing agent divided by the Net Traffic received during the reporting week.</p> <p><b>Calculation:</b>  <math display="block">\text{Net Closed} / \text{Net Traffic} = \text{Leasing Agent's Closing Ratio for the Reporting Week}</math></p>

**Closing Ratios**

Field	Description
<b>Closing Ratios - Priority</b>	The number of Priority Deposits per leasing agent divided by the Net Traffic received during the reporting week. <b>Calculation:</b> Total Priority Deposits / Net Traffic X 100
<b>Initial Phone Calls</b>	This value is from the Contact table, Total Number Of Guest Cards, where the initial contact was via a phone call and the phone call occurred during the specified date range.
<b>Initial Internet Visits</b>	This value is from the Contact Table, Total Number Of Guest Cards, where the initial contact was via a phone call and the first visit occurred during the specified date range.
<b>Total</b>	Sums of each column are listed.

**Net Traffic by Unit Type**

Field	Description
<b>Leasing Consultant</b>	The Leasing Agent Code and Leasing Agent Name.
<b>Total</b>	Totals for: <ul style="list-style-type: none"> <li>• Unit Type</li> <li>• Net Traffic</li> </ul>

**Traffic Summary by Date Range**

Field	Description
<b>Marketing Source</b>	The Marketing Source Code and Description. <b>Example:</b> APT Apartment Guide
<b>Internet</b>	A count of all guest cards where the first contact was an Internet visit during the date range.
<b>Call</b>	A count of all guest cards where the first contact was a “phone call” during the date range.

**Traffic Summary by Date Range**

Field	Description
<b>Total Traffic</b>	<p>A total count of all traffic for the date range, based on the Property Policy, <b>Leasing Activity Reports count Traffic as:</b></p> <ul style="list-style-type: none"> <li>• Option 1 = Total Traffic: Level 2, Value 3</li> <li>• Option 2 = Qualified Traffic: Level 2, Value 4</li> <li>• Option 3 = Total Visits: Level 2, Value 3 + 5</li> <li>• Option 4 = Qualified Visits: Level 2, Value 4 + 6</li> </ul>
<b>Returns</b>	<p>A count of return traffic for the date range, based on the Property Policy, <b>Leasing Activity Reports count Traffic as:</b></p> <ul style="list-style-type: none"> <li>• Option 1 = Total Traffic: Level 2, Value 5</li> <li>• Option 2 = Qualified Traffic: Level 2, Value 6</li> <li>• Option 3 = Total Visits: Level 2, Value 5</li> <li>• Option 4 = Qualified Visits: Level 2, Value 6</li> </ul>
<b>Net Traffic</b>	<p>A count of total traffic less returns for the date range, based on the Property Policy, <b>Leasing Activity Reports counts Net Traffic as:</b></p> <ul style="list-style-type: none"> <li>• Option 1 = Total Traffic: Level 2, Value 3</li> <li>• Option 2 = Qualified Traffic: Level 2, Value 6</li> <li>• Option 3 = Total Visits: Level 2, Value 3 + 5</li> <li>• Option 4 = Qualified Visits: Level 2, Value 6</li> </ul>
<b>Qualified Traffic</b>	<p>A count of qualified traffic for the date range. Level 2, Value 4</p>
<b>Total Closed</b>	<p>A count of all traffic leased for the date range, based on the Property Policy, <b>A unit is counted as Closed when:</b></p> <ul style="list-style-type: none"> <li>• Option 1 = Level 2, Value 7</li> <li>• Option 2 = Level 2, Value 16</li> <li>• Option 3 = Level 2, Value 15</li> <li>• Option 4 = Level 2, Value 10</li> <li>• Option 5 = Level 2, Value 13</li> </ul>

**Traffic Summary by Date Range**

Field	Description
<b>Cancel</b>	A count of residents with a Cancellation Date recorded to them for the date range. The Property Policy, <b>A lease is counted as Lease when</b> , determines whether this value reflects <ul style="list-style-type: none"> <li>• 1, 2, 3, 5: Level 2, Value 8 + Value 11</li> <li>• 4: Level 2, Value 11</li> </ul>
<b>Denials</b>	A count of residents with a Denial Date recorded to them for the date range. The Property Policy, <b>A lease is counted as Leased when</b> , determines whether this value reflects 1, 2, 3, 5: Level 2, Value 9 + Value = 12 4: Level 2, Value 12
<b>Net Closed</b>	The Property policy, <b>Leasing Activity reports count Net Closed as</b> , determines whether this value represents Total Closed or Total Closed less cancellations and denials: <ul style="list-style-type: none"> <li>• Option 1 = Total Closed: Total Closed (amount from above)</li> <li>• Option 2 = Total Closed less cancel/denial: Total Closed (amount from above) – Cancels – Denials (amount from above)</li> </ul>
<b>Close Ratio</b>	<b>Calculation:</b> Net Closed/Net Traffic X 100
<b>% Leases</b>	The percentage of closings, which this particular source provided. <b>Calculation:</b> Net Closed/Net Closed (for the column) X 100
<b>Totals</b>	Sums of each column are listed.

**YTD Traffic Summary**

Field	Description
<b>Marketing Source</b>	The Marketing Source Code and Description. <b>Example:</b> APT Apartment Guide
<b>Internet</b>	A count of all guest cards where the first contact was an Internet visit during the year.
<b>Call</b>	A count of all guest cards where the first contact was a phone call during the year.

**YTD Traffic Summary**

Field	Description
<b>Total Traffic</b>	The YTD Total count of all traffic for the date range, based on the Property Policy, <b>Leasing Activity Reports count Traffic as:</b> <ul style="list-style-type: none"> <li>• Option 1 = Total Traffic: Level 2, Value 3</li> <li>• Option 2 = Qualified Traffic: Level 2, Value 4</li> <li>• Option 3 = Total Visits: Level 2, Value 3 + 5</li> <li>• Option 4 = Qualified Visits: Level 2, Value 4 + 6</li> </ul>
<b>Returns</b>	The YTD Count of return traffic for the date range, based on the Property Policy, <b>Leasing Activity Reports count Traffic as:</b> <ul style="list-style-type: none"> <li>• Option 1 = Total Traffic: Level 2, Value 5</li> <li>• Option 2 = Qualified Traffic: Level 2, Value 6</li> <li>• Option 3 = Total Visits: Level 2, Value 5</li> <li>• Option 4 = Qualified Visits: Level 2, Value 6</li> </ul>
<b>Net Traffic</b>	The YTD Count of all internet traffic for the date range, based on the Property Policy, <b>Leasing Activity Reports count Net Traffic as:</b> <ul style="list-style-type: none"> <li>• Option 1 = Total Traffic: Level 2, Value 3</li> <li>• Option 2 = Qualified Traffic: Level 2, Value 6</li> <li>• Option 3 = Total Visits: Level 2, Value 3 + 5</li> <li>• Option 4 = Qualified Visits: Level 2, Value 6</li> </ul>
<b>Qualified Traffic</b>	The count of qualified traffic for the year. Level 2, Value 4
<b>Total Closed</b>	The YTD count of all traffic leased for the date range, based on the Property Policy, <b>A unit is counted as Closed when:</b> <ul style="list-style-type: none"> <li>• 1: Received Applications – Level 1, Value 7</li> <li>• 2: Security Deposit Received – Level 1, Value 16</li> <li>• 3: Approved Applications – Level 1, Value 15</li> <li>• 4: Signed Lease – Level 1, Value 10</li> <li>• 5: Move ins – Level 1, Value 13</li> </ul>

**YTD Traffic Summary**

Field	Description
<b>Cancel</b>	The count of residents with a Cancellation Date recorded to them for the year. The Property Policy, <b>A lease is counted as Lease when</b> , determines whether this value reflects <ul style="list-style-type: none"> <li>• 1, 2, 3, 5 = Level 2, Value 8 + Value 11</li> <li>• 4 = Level 2, Value 11</li> </ul>
<b>Denials</b>	A count of residents with a Denial Date recorded to them for the year. The Property Policy, <b>A lease is counted as Leased when</b> , determines whether this value reflects <ul style="list-style-type: none"> <li>• 1, 2, 3, 5 = Level 2, Value 9 + Value = 12</li> <li>• 4 = Level 2, Value 12</li> </ul>
<b>Net Closed</b>	The Property policy, <b>Leasing Activity reports count Net Closed as</b> , determines whether this value represents Total Closed or Total Closed less cancellations and denials. <ul style="list-style-type: none"> <li>• Option 1 = Total Closed: Total Closed (amount from above)</li> <li>• Option 2 = Total Closed less cancel/denial: Total Closed (amount from above) – Cancels - Denials (amount from above)</li> </ul>
<b>Close Ratio</b>	<b>YTD Calculation:</b> $\text{Net Closed} / \text{Net Traffic} \times 100$
<b>% Leases</b>	The percentage of closings, which this particular source provided. <b>Calculation:</b> $\text{Net Closed} / \text{Net Closed (for the column)} \times 100$
<b>Totals</b>	The sum of each column.

**Traffic Request by Unit Type**

Field	Description
<b>Unit Type</b>	The unit type.
<b>Starting Available</b>	On notice available and vacant available, as of the day prior to the report <b>From Date</b> . <b>Note:</b> The system recalculates the occupancy status to determine this figure using current data. Therefore, changes to lease information may cause this figure to change.

**Traffic Request by Unit Type**

Field	Description
<b>Total Traffic</b>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>Leasing Activity Reports count Traffic as</b>):</p> <ul style="list-style-type: none"> <li>• Total Traffic, then Level = 4, Value = 3</li> <li>• Qualified Traffic, then Level = 4, Value = 4</li> <li>• Total Visits, then Level = 4, Value =3 + Value = 5</li> <li>• Qualified Visits, then Level = 4, Value –4 + Value = 6</li> </ul>
<b>Returns</b>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>Leasing Activity Reports count Traffic as</b>):</p> <ul style="list-style-type: none"> <li>• Total traffic, then Level=4, Value = 5</li> <li>• Qualified traffic, then Level=4, Value = 6</li> <li>• Total visits, then Level=4, Value = 5</li> <li>• Qualified visits, then Level=4, Value 6</li> </ul>
<b>Net Traffic</b>	<p>The sum of History table counts between report <b>From Date</b> and <b>Thru Date</b> (based on the Property Policy, <b>Leasing Activity Reports count Net Traffic as</b>):</p> <ul style="list-style-type: none"> <li>• Total Traffic, then Level = 4, Value = 3</li> <li>• Qualified Traffic, then Level = 4, Value = 4</li> <li>• Total Visits, then Level = 4, Value =3 + Value = 5</li> <li>• Qualified Visits, then Level = 4, Value –4 + Value = 6</li> </ul>
<b>Total Closed</b>	<p>The Property Policy, <b>A unit is counted as Closed when</b>, determines whether this value reflects, Received Applications, Approved Applications, First Time Received Security Deposits, Signed Leases, Move Ins.</p> <ul style="list-style-type: none"> <li>• 1 – Received Applications – Level 1, Value 7</li> <li>• 2 – Security Deposit Received – Level 1, Value 16</li> <li>• 3 – Approved Applications – Level 1, Value 15</li> <li>• 4 – Signed Lease – Level 1, Value 10</li> <li>• 5 – Move ins – Level 1, Value 13</li> </ul>
<b>Cancel</b>	<p>A count of residents with a Cancellation Date recorded to them for the date range. The Property Policy, <b>A lease is counted as Lease when</b>, determines whether this value reflects</p> <ul style="list-style-type: none"> <li>• 1, 2, 3, 5 = Level 4, Value 8 + Value 11</li> <li>• 4 = Level 4, Value 11</li> </ul>

**Traffic Request by Unit Type**

Field	Description
<b>Denials</b>	A count of residents with a Denial Date recorded to them for the date range. The Property Policy, <b>A lease is counted as Leased when</b> , determines whether this value reflects <ul style="list-style-type: none"> <li>• 1, 2, 3, 5 = Level 4, Value 9 + Value = 12</li> <li>• 4 = Level 4, Value 12</li> </ul>
<b>Net Closed</b>	The Property Policy, <b>Leasing Activity reports count Net Closed as</b> , determines whether this value represents: <ul style="list-style-type: none"> <li>• Total closed</li> <li>• Total closed less cancellations and denials</li> </ul>
<b>Closing Ratio</b>	The net Closed divided by Net Traffic. <b>Calculation:</b> Net Closed / Net Traffic X 100

**Total Closed by Unit Type**

Field	Description
<b>Leasing Consultant</b>	The Leasing Agent Code and Description. <b>Example:</b> SJON Sally Jones
<b>Total</b>	Totals for: <ul style="list-style-type: none"> <li>• Unit Type</li> <li>• Closed leases</li> </ul> This total number is based on the Property Policy, <b>A unit is counted as Closed when</b> .

**Daily Traffic**

Field	Description
<b>Total Traffic</b>	A count of total traffic for the date range, based on the Property Policy, <b>Leasing Activity Reports count Traffic as</b> . <ul style="list-style-type: none"> <li>• Option = Total Traffic – Level 0, Value 3</li> <li>• Option = Qualified Traffic – Level 0, Value 4</li> <li>• Option = Total Visits – Level 0, Value (3+5)</li> <li>• Option = Qualified Visits – Level 0, Value (4+6)</li> </ul>

**Daily Traffic**

Field	Description
<b>YTD Traffic</b>	The YTD traffic count from beginning of year to end of date range, based on the Property Policy, <b>Leasing Activity Reports count Traffic as.</b> <ul style="list-style-type: none"> <li>• Option = Total Traffic – Level 0, Value 3</li> <li>• Option = Qualified Traffic – Level 0, Value 4</li> <li>• Option = Total Visits – Level 0, Value (3+5)</li> <li>• Option = Qualified Visits – Level 0, Value (4+6)</li> </ul>
<b>Move-Ins</b>	The traffic count that resulted in a resident move in during the date range. Level 0, Value 13
<b>Move-Outs</b>	The traffic count that resulted in a move out during the date range. Level 0, Value 14
<b>YTD Move-Ins</b>	The YTD move in count from beginning of year to end of date range. Level 0, Value 13
<b>YTD Move-Outs</b>	The YTD move out count from beginning of year to end of date range. Level 0, Value 14
<b>Total</b>	The sum of each column.

**Reasons for Moving**

Field	Description
<b>Reason</b>	The Move Out Reason Code and Description. <b>Example:</b> CW Closer to work
<b>Current</b>	The count of move out for the date range. Level 6, Value 14
<b>% of Total</b>	<b>Calculation:</b> Current Move Outs / Total Move Outs (Current column total) X 100

**Reasons for Moving**

Field	Description
YTD	<b>Calculation:</b> Move outs from beginning of year to end of date range Level 6, Value 14
% of Total	<b>Calculation:</b> YTD Move Outs / Total YTD Move Outs (YTD column total) X 100

**Average Lease Rent Rate**

Field	Description
Type	The Unit Type.
Count	The number of units of this type, excluding Wait List units.
Sq. Ft.	The average square footage listed for each unit type. <b>Calculation:</b> Total square footage for unit type / count
Potential Rent Low	<b>Low</b> = Lowest potential rent found for this unit type, excluding zero amounts. <b>Potential Rent Calculation:</b> Total Recurring Charges (for income codes set to Potential = Y only) for Current and On-Notice Residents as of the end of the report date range + Market Rent for Vacant Units
Potential Rent High	<b>High</b> = Highest potential rent found for this unit type, excluding zero amounts. <b>Potential Rent Calculation</b> Total Recurring Charges (for income codes set to Potential = Y only) for Current and On-Notice Residents as of the end of the report date range + Market Rent for Vacant Units
Potential Rent Avg	<b>Average Calculation</b> Total Potential / Unit Type Count = Average Potential Rent
Potential Rent Sq.Ft.	<b>Sq.Ft. Calculation</b> Total Potential / Unit Type Square Feet = Potential Rent per Square Foot

**Average Lease Rent Rate**

Field	Description
<b>Leased Rent Low</b>	<p><b>Low</b> = Lowest lease rent found for this unit type, excluding zero amounts.  <b>Lease Rent Calculation:</b>                      Total Recurring Charges (for income codes set to Potential = Y only) for Current, Leased Status, and On-Notice Residents as of the end of the report date range + Market Rent for Vacant Units (excluding leased status) Units</p>
<b>Leased Rent High</b>	<p><b>High</b> = Highest lease rent found for this unit type, excluding zero amounts.  <b>Lease Rent Calculation:</b>                      Total Recurring Charges (for income codes set to Potential = Y only) for Current, Leased Status, and On-Notice Residents as of the end of the report date range + Market Rent for Vacant Units (excluding leased status) Units</p>
<b>Leased Rent (Avg all)</b>	<p><b>Average All Calculation</b> is divided by the unit type count for all unit occupancy statuses.                      Total Leased Rent / All Unit Type Count</p>
<b>Leased Rent (Avg leased)</b>	<p><b>Average Leased Calculation</b> is divided by these Unit Occupancy statuses only: Vacant Leased, On-Notice Available, On-Notice Application Pending, and Occupied.                      Total Leased Rent / Unit Type Count for Occupancy Statuses (listed above only)</p>
<b>Leased Rent /Sq.Ft.</b>	<p><b>Calculation:</b>                      Total Leased Rent / Unit Type Square Footage</p>
<b>Market Rent Low</b>	<p><b>Low</b> = Lowest market rent found for this unit type, excluding zero amounts.  <b>Market Rent Calculation</b> includes all units excluding Wait List units divided by the Unit Type count.</p>
<b>Market Rent High</b>	<p><b>High</b> = Highest market rent found for this unit type, excluding zero amounts.  <b>Market Rent Calculation</b> includes all units excluding Wait List units divided by the Unit Type count.</p>
<b>Market Rent Avg</b>	<p><b>Calculation:</b>                      Total Market Rent / Unit Type Count</p>
<b>Market Rent /Sq.Ft.</b>	<p><b>Calculation:</b>                      Total Market Rent / Unit Type Square Feet</p>

**Average Collected Lease**

Field	Description
<b>Unit Type</b>	The unit type.
<b># Apts.</b>	The number of units of this type (excluding wait list units).
<b># Apts. Collected</b>	The number of units in the property of this type that have had a payment made to a potential income code (MM/YYYY must match the current period).
<b>Occupancy Days</b>	The sum of the number of days each unit of this type was occupied during the current period.
<b>Average Collected</b>	<b>Calculation:</b> Total Collected / Occupancy Days * # of Days in Current Period
<b>Total Collected</b>	The total current month payments.  <b>Note:</b> MM/YYYY must match current period.
<b>Total</b>	The sum of each column.

**Summary of Leases** - Counts all leases except Previous, Cancelled, Applicant and Approved status, for all units and includes Wait List and Construction units.

Field	Description
<b>Unit Type</b>	The unit type.
<b>2-5 Months</b>	The count of leases with lease term between 2 and 5 that are not marked as MTM.
<b>6 Months</b>	The count of leases with a lease term of 6 that are not marked as MTM.
<b>7-11 Months</b>	The count of leases with a lease term between 7 and 11 that are not marked as MTM.
<b>12 Months</b>	The count of leases with a lease term of 12 that are not marked as MTM.
<b>M-T-M</b>	The count of leases marked as MTM.
<b>Other</b>	All leases not included in the above counts.
<b>Total</b>	The sum of each column.

**Percentage of Apts. Available**

Field	Description
<b>Unit Type</b>	The unit type.
<b>Count</b>	The number of units of this type (excluding wait list and construction units).
<b>Vacant Available</b>	The number of units with an occupancy status of VA (Vacant Available), which are not status Down, Wait List or Construction.
<b>Notice Available</b>	The number of units with an occupancy status of NA (Notice Available) that are not status Down, Wait List or Construction.
<b>Total Available</b>	<b>Calculation:</b> Vacant Available + Notice Available
<b>% Available</b>	<b>Calculation:</b> Total Available / Unit Count

**Rental Concessions**

Field	Description
<b>Unit Type</b>	The unit type.
<b># Concessions</b>	The number of transactions made during the current year (based on the G/L posting period in the transaction header) to income codes with the type "Concession." Transaction types 1, 2, 8 and 9 are considered. <b>Note:</b> Accumulate the amount of each concession transaction for the average concession calculation.
<b>Average Concession</b>	<b>Calculation</b> Total Concessions / # of Concessions = Average Concession
<b>By Month</b>	A list of months: January through the current accounting period.
<b>Total</b>	The sum of each column.

**Rental Loss**

Field	Description
<b>Current Month Vacancy</b>	The vacancy loss for the current month based on the Property Policy, <b>Method to calculate Lost Rent.</b>
<b>Current Month Other Lost Rent</b>	Other lost rent for the current month based on the Property Policy, <b>Method to calculate Lost Rent.</b>

**30 Day Projection - Leases Required for 100% Leases**

Field	Description
<b>Vacant Available</b>	The count of units with a status of VA (Vacant Available) excluding Down, Wait list and Construction units.
<b>Notice Available</b>	The count of units with a status of NA (Notice Available) excluding Down, Wait list and Construction units.
<b>Move outs without Notice</b>	C The count of move-outs where notice was not given or notice was given and then cancelled, for the prior month.
<b>Estimated Cancellations</b>	Total Prior month cancellations calculated from the history table, based on policy.
<b>Estimated Denials</b>	Total prior month denials calculated from the history table, based on policy.
<b>Net Leases Required</b>	The sum of the columns.

**Traffic Required for 100% Leases**

Field	Description
<b>Net Leases Required</b>	A number from the table above.
<b>Closing Ratio</b>	<b>Calculation</b> $\text{Net Closed} / \text{Net Traffic} * 100 = \text{Closing Ratio}$ [Net Closed and Net Traffic are from section 1, Lease]
<b>Net Leases Required</b>	<b>Calculation</b> $\text{Leases Required} / \text{Closing Ratio} = \text{Net Leases Required}$

**Closing Ratio**

Field	Description
Leases Required	This value is from Part 1.
Closing Ratio + 5%	The Closing Ratio from Part 2 + 5%.
Traffic Required	Leases Required/(closing ratio + 5%).
Leases Required	This value is from Part 1.
Closing Ratio – 5%	The Closing Ratio from Part 2 – 5%.
Traffic Required	Leases Required / (closing ratio – 5%).
Leases Required	This value is from Part 1.
Closing Ratio + 10%	The Closing Ratio from Part 2 + 10%.
Traffic Required	Leases Required/(closing ratio + 10%).
Leases Required	This value is from Part 1.
Closing Ratio – 10%	The Closing Ratio from Part 2 – 10%.
Traffic Required	Leases Required/ (closing ratio – 10%).

**Unit Ready Report**

This section excludes Down, Wait List and Construction units.

**Policy Note:** These calculations are based on the Property Policy, **Days vacancy for Holdover Calculations.**

Field	Description
Unit Type	The unit type.
Total Vacants	A count of units with a status of VA, VL or VP (Vacant Available, Vacant Leased, Vacant Pending).
Vacants Ready in 5 Days	The total number of Vacant units with an expected make ready date for a user-defined number of days from the selection date.
% of Vacants Ready in 5 Days	<b>Calculation:</b> Vacant Units Ready in 5 days / Total Vacant Units

**Unit Ready Report**

Field	Description
<b>Vacant Not Available Total</b>	A count of units with a status of VL or VP (Vacant Leased, Vacant Pending).
<b>Vacant Not Available Vacant Over 5 Days</b>	The number of Vacant Not Available units where the unit last vacated date is entered and the unit last vacated date is more than the user selected number of days prior to the selection date.
<b>Vacant Not Available Total Ready</b>	The number of Vacant Not Available units with an actual make ready date, where the actual made ready date is prior to today's date and after the unit last vacated date.
<b>Vacant Not Available % Ready</b>	<b>Calculation:</b> Ready Vacant Not Available / Total Vacant Not Available
<b>Vacant Available Total</b>	The count of units with a status of VA (Vacant Available).
<b>Vacant Available Vacant Over 5 Days</b>	The number of Vacant Available units where the unit last vacated date is entered and the unit last vacated date is more than the user selected number of days prior to the selection date.
<b>Vacant Available Total Ready</b>	The number of Vacant Available units with an actual make ready date, where the actual made ready date is prior to today's date and after the unit last vacated date.
<b>Vacant Available % Ready</b>	<b>Calculation:</b> Ready Vacant Available / Total Vacant Available

**Bench Marks**

Field	Description
<b>YTD Closing Ratio</b>	<b>Calculation:</b> YTD Net Closed / YTD Total Traffic * 100. YTD Figures are calculated from the beginning of the year as defined in policies thru date beginning date of the report.

**Bench Marks**

Field	Description
<b>Phone Conversion Ratio</b>	<p><b>Calculation:</b>                      YTD Calls to Traffic/ YTD Phone Calls X 100</p> <ul style="list-style-type: none"> <li>• YTD Figures are calculated from the beginning of the year as defined in policies thru date beginning date of the report.</li> </ul>
<b>Internet Conversion Ratio</b>	<p><b>Calculation:</b>                      YTD Internet to Traffic/ YTD Internet X 100 = Internet Conversion Ratio</p> <ul style="list-style-type: none"> <li>• YTD Figures are calculated from the beginning of the year as defined in policies thru date beginning date of the report.</li> </ul>
<b>Monthly Traffic</b>	<p>The YTD Total Traffic / calculated # of units from property file X 100.                      YTD Figures are calculated from the beginning of the year as defined in policies thru date beginning date of the report.</p>
<b>Annual Turnover</b>	<p><b>Calculation:</b>                      YTD Move outs / calculated # of units from property file X 100</p>
<b>Cancellations &amp; Denials</b>	<p><b>Calculation:</b>                      YTD Cancels + YTD Denials.                      YTD Figures are calculated from the beginning of the year as defined in policies thru date beginning date of the report.</p>
<b>Cost Per Close</b>	<p><b>Calculation:</b>                      YTD Source cost / YTD Closed.                      YTD Figures are calculated from the beginning of the year, as defined in policies, thru beginning date of the report. Source cost is from the Marketing Source Cost History.</p>
<b>Vacant Available-Ready</b>	<p>The count of units with a status of VA (Vacant Available) with an Actual Made Ready date prior to the thru date and an after the unit vacate date.</p>

**Holdover Audit**



**Note:** This section includes units with a move in, move out or close (based on policy) during the selected date range.

Column	Description
<b>Unit</b>	The unit number.
<b>Move-Out Date</b>	The date that the previous resident moved out.
<b>Close Date</b>	The date that the new resident closed on the unit. The new resident must have moved in, and the move in date must be after the previous resident's move out date.
<b>Move-In Date</b>	The date that the new resident moved in.
<b># of Days</b>	<p><b>Calculation:</b>                      Calculate the number of days between move out and move in date and subtract the user defined acceptable vacant days based on the Property Policy, <b>Days Vacancy for Holdover Calculations</b>.</p>

# Leasing Reports

## Weekly Boxscore Report

This is a summary of leasing activity for a selected property and date range and includes a supporting detail section. This report should be run on a weekly basis.

### Selection Criteria

- End of Week – The last day of the week you want the report to cover. All leasing activity shown on this report takes place during the week, which ends on this date and any status information is computed as of this date.

### Policies

These policies, and how they are set, will affect how you handle report calculations:

- Leasing tab, **Last day of reporting week**, affects the selection criteria prompts.
- Leasing tab, **A unit is counted as Leased when**, affects any counts on leased units.
- Lease Expirations & Move Out tab, **Unit is occupied on the day of move-out**, affects any counts on occupied units.

### Policy Notes

It is important to understand how the system defines occupied unit and vacant unit.

- If the Unit Occupancy status is (M)odel and the Property Policy, Model unit count as occupied is active, then the unit is considered occupied.
- If the Unit Occupancy status is (O)ther use and the Property Policy, Other Use units count as occupied is active, then the unit is considered occupied.
- If the Unit Occupancy status is (N)ormal or (E)mployee, and if there is any lease linked to that unit with a resident status of (C)urrent, (T)ransfer or (N)otice (calculated as of the prompted End of Week date), and the Property Policy, Unit is occupied on the day of move out is active, then the unit is considered occupied.
- In all other cases, the unit is considered vacant.

### Notes

- In order for information found on other eSite reports to tie out to this report, those reports must be run for the same date range as the Weekly Boxscore Report.
- The **Vacant Ready** field on this report (Occupancy section) does not tie to the Leasing Summary Report, Vacant Available field (Unit Ready section). This field on the Weekly Boxscore Report includes the Unit Occupancy Statuses VP (Vacant Appl. Pending) and VL (Vacant Leased). The **Vacant Available** field on the Leasing Summary Report only includes the Unit Occupancy Status, VA (Vacant Available).

## Notes

- **Occupancy** section prints occupancy information with one line for every Unit Type in the property.
- **Leasing (Excluding Waiting Lists)** section prints leasing information with one line for every Unit Type in the property. Wait List applicants are not included.
- **Leasing (Waiting Lists)** section prints leasing information with one line for every Unit Type in the property. *Only* Wait List applicants are included in this summary section.
- **Notices** section prints notice to vacate information with one line for every Unit Type in the property.
- **Applied This Week** section prints application information with one line for every resident counted in the “Apps” column of the Leasing (Excluding Waiting Lists) and Leasing (Waiting Lists) sections.
- **Leased This Week** section prints leasing information for every resident counted in the “Lease” column of the Leasing (Excluding Waiting Lists) and Leasing (Waiting Lists) sections.
- **Move-Ins This Week** section prints move-in information with one line for every resident counted in the “Move-Ins” column of the Occupancy section.
- **Notices This Week** section prints notice information with one line for every resident counted in the “Notices Given” or “Notices Cancel” column of the Notices section.
- **Move Outs This Week** section prints move-out information with one line for every resident counted in the “Move Outs” columns of the Occupancy section.
- **Cancelled/Denied Applications This Week** section prints cancelled application information with one line for every resident counted in the “Apps Cancel” or “Apps Denial” columns of the Leasing (Excluding Waiting Lists) and Leasing (Waiting Lists) sections.
- **Cancelled/Denied Leases This Week** section prints cancelled lease information with one line for every resident counted in the “Lease Cancel” or “Lease Denial” columns of the Leasing (Excluding Waiting Lists) and Leasing (Waiting Lists) sections.
- **Cancel Notices This Week** section prints cancelled notice information with one line for every resident counted in the “Notices Cancel” column of Notices section.
- **Cancellation Reasons This Week** section prints one line for every Cancel/Denial code counted in the “Apps Cancel”, “Apps Denial”, “Lease Cancel”, “Lease Denial” columns of the Leasing (Excluding Waiting Lists) and Leasing (Waiting Lists) sections.
- **Move-Out Reasons This Week** section prints one line for every Move Out code counted in the “Move Outs” column of the Occupancy section.
- **Vacancy Listing** section prints vacancy information with one line for every Unit Type and Sub-Type counted in the “Total Vacant” columns of the Occupancy section.
- **Outstanding Notices** section prints notice information with one line for every resident counted in the “Notice Leased” or “Notice Avail” columns in the Occupancy section in unit type order.

## Report Legends

Report legends help you identify various assorted codes used throughout eSite. To learn more about codes used in this report, review the following:

### Unit Occupancy Statuses

Unit Occupancy Statuses identify the occupancy state of a unit on a given date. These are system-calculated based on the date and the status of the associated leases on that date.

CA	Construction Available
CL	Construction Leased
CP	Construction Pending
NA	On Notice Available
NL	On Notice Leased
NP	On Notice Pending
OC	Occupied
VA	Vacant Available
VL	Vacant Leased
VP	Vacant Pending

**Resident Statuses**

Resident Statuses identify the state of a lease on a given date. These are system-calculated based on the date and the associated lease dates.

- A** Applicant
- C** Current
- F** For Sale
- I** Transfer In
- L** Leased
- N** Notice
- P** Previous
- R** Resale Pending
- T** Transfer
- V** Approve
- X** Cancel
- 1** Resale Applicant
- 2** Resale Approved
- 3** Resale Leased

**Unit Statuses**

Unit Statuses are user-maintained and classify units into normal or special statuses. For instance, a unit that is classified as a Model or Employee unit would be considered a special status.

- C** Construction
- D** Down
- E** Employee
- M** Model
- N** Normal
- O** Other
- W** Wait List

## Understanding the Weekly Boxscore Report Calculations

Looking at report data can be confusing if you do not have a clear understanding of how the system calculates report fields. This section walks you through some of the report field calculations that users commonly question. When applicable, this section also includes tie out information.



**Note:** This topic pertains to certain sections of the report. To view the complete Weekly Boxscore Report, refer to your eSite system.

SSI005  
12024  
Select: 05/27/04  
50 Units, 50,510 Sq. Ft.

**Weekly Boxscore ( 05/24/04 - 05/30/04 )**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 27, 2004**

Page: 1 of 4  
05/2004  
05/28/04  
12:55

<b>Occupancy</b>																	
-----This Week-----																	
Type	# Units	Move Ins	Move Outs	Net Change	Occup.	% Occup.	Vacant Leased	Vacant Not Lsd	Total Vacant	Vacant Ready	Notice Leased	Notice Not Lsd	Model	Down	Const	Other Use	
11CA	16	2	2	0	6	37.5	1	6	7	0	0	0	1	3	1	0	
22CB	13	1	0	1	7	53.8	2	4	6	0	0	3	0	0	3	0	
32CCT	17	2	0	2	10	58.8	2	5	7	0	0	0	1	0	0	2	
<b>Total</b>	46	5	2	3	23	50.0	5	15	20	0	0	3	2	3	4	2	

**A**   **B**

**C**

**D**

**E**

**F**

**G**

Field	Details
<p><b>A</b> <b>Move Ins</b></p>	<p>The number of units with a resident having an actual Move In date during the reporting week.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Marketing Status Report, Weekly Leasing Activity, Move Ins This Week field</li> <li>• Property Status Report, Activity section, Move Ins field</li> </ul>
<p><b>B</b> <b>Move Outs</b></p>	<p>The number of units with a resident having an actual Move Out date during the reporting week.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Marketing Status Report, Weekly Leasing Activity section, Move Outs This Week field</li> <li>• Property Status Report, Activity section, Move Outs field</li> </ul>
<p><b>C</b> <b>Vacant Leased</b></p>	<p>The number of units with a status of VL (Vacant Leased) excluding Down, Wait List and Construction units.</p>
<p><b>D</b> <b>Total Vacant</b></p>	<p><b>Calculation:</b> Vacant Leased + Vacant Not Leased.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Marketing Status Report, Available to Rent section, Vacant field</li> <li>• Property Status Report, Occupancy section, Total Vacant field</li> </ul>
<p><b>E</b> <b>Vacant Ready</b></p>	<p>The number of above units where the unit is vacant (VA, VL, or VP) and the unit has an Actual Make Ready date entered that is during or prior to the reporting week and after the unit vacated date.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Sum of Vacant Not Available Total Ready and Vacant Available Total Ready.</li> </ul>
<p><b>F</b> <b>Notice Leased</b></p>	<p>The number of units with a status of NL (Notice Leased) excluding Down, Wait List and Construction units.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Occupancy &amp; Availability Report, Total On Notice Leased field</li> </ul>

Field	Details
<b>G Notice Not Lsd</b>	The count of units with a status of NA (Notice Available) or NP (Notice Pending) excluding Down, Wait List and Construction units. <b>What Does This Number Tie To?</b> Occupancy & Availability Report, Total On Notice Available + On Notice Applied

Leasing (Excluding Waiting Lists)

Type	# Units	-----This Week-----				-----This Week-----				Total Apps	Total Leased	Leased %
		Apps	Cancel	Denial	Net Apps	Lease	Cancel	Denial	Net Lease			
11CA	17	6	1	0	5	1	0	0	1	2	7	41.2
22CB	16	6	0	0	6	3	1	0	2	4	9	56.3
32CCT	17	5	0	2	3	2	0	0	2	0	12	70.6
<b>Total</b>	<b>50</b>	<b>17</b>	<b>1</b>	<b>2</b>	<b>14</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>6</b>	<b>28</b>	<b>56.0</b>

A
B
C
D
E
F
G
H
I
J



**Note:** All counts in this section exclude units / leases for Wait Lists.

Field	Details
<b>A Apps</b>	The number of applications with an application date for the reporting week.
<b>B Cancel</b>	The number of applications with a cancellation date in the reporting week and a cancellation reason of type cancel. If application had become a lease it is not counted here.

Field	Details
<p><b>C</b> <b>Denial</b></p>	<p>The number of applications with a cancellation date in the reporting week and a cancellation reason of type denial. If the application had become a lease it is not counted here.</p> <p><b>What Does This Number Tie To?</b></p>
<p><b>D</b> <b>Net Apps</b></p>	<p><b>Calculation:</b> <b>A – B – C.</b></p>
<p><b>E</b> <b>Lease</b></p>	<p>The number of leases this week, based on policy.</p> <ul style="list-style-type: none"> <li>• 1-Application received – Application date is in date range.</li> <li>• 2-Security deposit received – Security deposit received date is in date range.</li> <li>• 3-Application approved – Approval date is in date range.</li> <li>• 4-Lease signed – Lease signed date is in date range.</li> <li>• 5-Move-in – Move in date is in date range.</li> </ul>
<p><b>F</b> <b>Cancel</b></p>	<p>The number of leases with a cancellation date in the reporting week and a cancellation reason of type of cancel.</p>
<p><b>G</b> <b>Denial</b></p>	<p>The number of leases with a cancellation date in the reporting week and a cancellation reason of type of denial.</p>
<p><b>H</b> <b>Net Lease</b></p>	<p><b>Calculation:</b> <b>E – F – G.</b></p>
<p><b>I</b> <b>Total Apps</b></p>	<p>The total number of residents with an A (Applicant) status.</p> <p><b>What Does This Number Tie To?</b> Marketing Status Report, Weekly Leasing Activity section, Outstanding Apps – Wait List Apps</p>

Field	Details
<b>J Total Leased</b>	The total number of leases with a status of L (Leased).

Notices

Type	# Units	-----This Week-----		Net Notices
		Notices Given	Notices Cancel	
11CA	17	0	0	0
22CB	16	2	1	1
32CCT	17	0	0	0
<b>Total</b>	50	2	1	1

(A)
(B)

Field	Details
<b>A Notices Given</b>	The number of leases with a Notice to Vacate or Intent to Transfer given during the reporting week, from the leasing history table.
<b>B Notices Cancel</b>	The number of leases with a cancelled Notice to Vacate or cancelled Intent to Transfer in the reporting week, from the leasing history table.

## Weekly Boxscore Report – Field Descriptions

### Occupancy



**Note:** All figures exclude Wait List units.

Field	Description
<b>Type</b>	The Unit Type.
<b># Apts.</b>	The number of units, excluding Construction units.
<b>Move Ins</b>	The number of units with a resident having an actual Move In date during the reporting week.
<b>Move Outs</b>	The number of units with a resident having an actual Move Out date during the reporting week.
<b>Net Change</b>	The difference between the total number of Move Ins and the total number of Move Outs for the reporting week. <b>Calculation:</b> Move Ins – Move Outs
<b>Occup.</b>	The count of units with a status of OC (Occupied), NA (Notice Available), NP (Notice Pending) or NL (Notice Leased).
<b>% Occup.</b>	<b>Calculation:</b> $T \text{ Occup.} / \# \text{ Apts.} \times 100$
<b>Vacant Leased</b>	The count of units with a status of VL (Vacant Leased), excluding Down units.
<b>Vacant Not Lsd</b>	The count of units with a status of VA (Vacant Available) or VP (Vacant Pending), excluding Down units.
<b>Total Vacant</b>	<b>Calculation:</b> Vacant Leased + Vacant Not Leased
<b>Vacant Ready</b>	The number of units where the unit is vacant (VA, VP, or VL) and the unit has an Actual Made Ready date entered that is during or prior to the reporting week and after the unit vacate date.
<b>Notice Leased</b>	The number of units with an occupancy status of NL (Notice Leased), excluding Down units.
<b>Notice Not Lsd</b>	The number of units with an occupancy status of NA (Notice Available) or NP (Notice Pending), excluding Down units.

**Occupancy**

Field	Description
<b>Model</b>	The number of units with a status of (M)odel.
<b>Down</b>	The number of units with a status of (D)own.
<b>Const</b>	The number of units with a status of (C)onstruction.
<b>Other Use</b>	The number of units with a status of (O)ther.
<b>Total</b>	Column totals.

**Leasing (Excluding Waiting Lists)**



**Note:** All figures below exclude units or leases for wait lists.

Field	Descriptions per Unit Type
<b>Type</b>	The Unit Type.
<b># Apts.</b>	The number of units.
<b>Apps this week</b>	The number of applications with an application date for the reporting week.
<b>Cancel this week</b>	The number of applications with a cancellation date in the reporting week and a cancellation reason of type cancel. If application had become a lease it is not counted here.
<b>Denial this week</b>	The number of applications with a cancellation date in the reporting week and a cancellation reason of type denial. If the application had become a lease it is not counted here.
<b>Net Apps this week</b>	<b>Calculation:</b> Apps this week – Cancel this week – Denial this week.
<b>Lease this week</b>	The number of leases this week, based on policy. <ul style="list-style-type: none"> <li>• 1-Application received – application date is in date range.</li> <li>• 2-Security deposit received – security deposit received date is in date range.</li> <li>• 3-Application approved – approval date is in date range.</li> <li>• 4-Lease signed – lease signed date is in date range.</li> <li>• 5-Move-in – move in date is in date range.</li> </ul>

**Leasing (Excluding Waiting Lists)**

Field	Description
<b>Cancel this week</b>	The number of leases with a cancellation date in the reporting week and a cancellation reason of type of cancel.
<b>Denial this week</b>	The number of leases with a cancellation date in the reporting week and a cancellation reason of type of denial.
<b>Net Lease this week</b>	<b>Calculation:</b> Lease This Week – Cancel This Week – Denial This Week
<b>Total Apps</b>	The total number of residents with an A (Applicant) status.
<b>Total Leased</b>	The total number of units with a status of OC (Occupied), NA (Notice Available), NP (Notice Pending), NL (Notice Leased), VL (Vacant Leased) or CL (Construction Leased) excluding Down units.
<b>Leased %</b>	<b>Calculation:</b> Total Leased / # Apts X 100
<b>Total</b>	Column totals.

**Leasing Waiting List**



**Note:** The counts in this section only include wait list units and leases for wait list units.

Field	Description
<b>Type</b>	The Unit Type.
<b># Apts.</b>	The number of Wait List units.
<b>Apps this week</b>	The number of applications with a cancellation date in the reporting week and a cancellation reason of type cancel. If application had become a lease it is not counted here.
<b>Cancel this week</b>	The number of applications with a cancellation date in the reporting week and a cancellation reason of type cancel. If application had become a lease it is not counted here.
<b>Denial this week</b>	The number of applications with a cancellation date in the reporting week and a cancellation reason of type denial. If the application had become a lease it is not counted here.
<b>Net Apps this week</b>	<b>Calculation:</b> Apps this week – Cancel this week – Denial this week.
<b>Lease this week</b>	The number of leases this week, based on policy. <ul style="list-style-type: none"> <li>• 1-Application received – application date is in date range.</li> <li>• 2-Security deposit received – security deposit received date is in date range.</li> <li>• 3-Application approved – approval date is in date range.</li> <li>• 4-Lease signed – lease signed date is in date range.</li> <li>• 5-Move-in – move in date is in date range.</li> </ul>
<b>Cancel this week</b>	The number of leases with a cancellation date in the reporting week and a cancellation reason of type of cancel.
<b>Denial this week</b>	The number of leases with a cancellation date in the reporting week and a cancellation reason of type of denial.

**Leasing Waiting List**

Field	Description
<b>Net Lease this week</b>	<b>Calculation:</b> Lease This Week – Cancel This Week – Denial This Week
<b>Total Apps</b>	The total number of residents with an A (Applicant) status.
<b>Total Leased</b>	The total number of residents with an L (Leased) status.
<b>Total</b>	Column totals.

**Notices**

Field	Description
<b>Type</b>	The Unit Type.
<b># Apts.</b>	The number of units excluding Wait List units.
<b>Notices Given this week</b>	The number of leases with a Notice to Vacate or Intent to Transfer given during the reporting week, from the leasing history table.
<b>Notices Cancel this week</b>	The number of leases with a cancelled Notice to Vacate or cancelled Intent to Transfer in the reporting week, from the leasing history table.
<b>Net Notices this week</b>	<b>Calculation:</b> Notices Given This Week – Notices Cancel This Week
<b>Total</b>	Column totals.

**Applied This Week**

**Note:** This section lists all leases with an application date or, if policy is set to count transfers as application, intent to transfer given on date falls for the reporting week.

Field	Description
<b>Apt.</b>	The Building Number (if used) + Unit Number.
<b>Type</b>	The Unit Type + Sub-Type, if applicable.
<b>Name</b>	The primary resident name.
<b>Actual Rent</b>	The sum of all active recurring charges (converted to monthly, if necessary) where the Income Code Potential flag is set to Y. (Active charges are determined based on the expected move in date.)
<b>Market Rent</b>	The Market Rent of the unit.
<b>Expected Move In Date</b>	The expected move in date of the resident or “Cancelled” if the application or transfer was cancelled.
<b>Security on Hand</b>	The amount of security deposit-subject to minimum received from the applicant for the unit.
<b>Other on Hand</b>	The amount of other security deposit (ex: pet) received from the applicant for the unit.
<b>Marketing Source/Leasing Agent</b>	The marketing source that identifies how the applicant heard about the property. The leasing agent identifies the agent responsible for the application.
<b>Total</b>	Column totals.

**Leased This Week**

**Note:** This section lists leases whose lease dates (as determined by policy) are set to count transfers as leases, and whose intent to transfer date falls within the specified reporting week.

Field	Description
<b>Apt.</b>	The Building Number (if used) + Unit Number.
<b>Type</b>	The Unit Type + Sub-Type, if applicable.
<b>Name</b>	The primary resident name.
<b>Actual Rent</b>	The sum of all active recurring charges (converted to monthly, if necessary) where the Income Code Potential flag is set to Y. (Active charges are determined based on the expected move in date.)
<b>Market Rent</b>	The Market Rent of the unit.

**Leased This Week**

Field	Description
<b>Expected Move In Date</b>	The expected move in date of the resident or <i>cancelled</i> if the lease or transfer was cancelled.
<b>Security on Hand</b>	The amount of security deposit subject to minimum received.
<b>Other on Hand</b>	The amount of other security deposit received, for example a pet deposit.
<b>Marketing Source/Leasing Agent</b>	The marketing source that identifies how the applicant heard about the property. The leasing agent identifies the agent responsible for the application.
<b>Total</b>	Column totals.

**Move Ins This Week**



**Note:** Includes are residents with a move in date for the reporting week.

Field	Description
<b>Apt.</b>	The Building Number (if used) + Unit Number.
<b>Type</b>	The Unit Type + Sub-Type, if applicable.
<b>Name</b>	The primary resident name.
<b>Actual Rent</b>	The sum of all active recurring charges (converted to monthly, if necessary) where the Income Code Potential flag is set to Y.
<b>Market Rent</b>	The Market Rent of the unit.
<b>Move In Date</b>	The date the resident actually moved into the unit.
<b>Security on Hand</b>	The amount of security deposit subject to minimum received.
<b>Other on Hand</b>	The amount of other security deposit (ex: pet) received.
<b>Marketing Source/Leasing Agent</b>	The marketing source that identifies how the applicant heard about the property. The leasing agent identifies the agent responsible for the application.
<b>Total</b>	Column totals.

**Notices This Week**

**Note:** This section includes are leases which have given notice, cancelled noticed, given intent to transfer or cancelled intent to transfer during the reporting week.

Field	Description
<b>Apt.</b>	The Building Number (if used) + Unit Number.
<b>Type</b>	The Unit Type + Sub-Type, if applicable.
<b>Name</b>	The primary resident name.
<b>Expected Move Out Date</b>	The date the resident expects to move out.
<b>Reason</b>	The reason the resident gave for vacating.
<b>Notice Cancel Date</b>	If applicable, the date the resident cancelled their notice to vacate.
<b>Expected Transfer Date</b>	If resident is transferring to another unit within the property, this is the date they expect to transfer from their old unit to the new unit.
<b>Transfer Cancel Date</b>	If applicable, the date the resident cancelled their request to transfer to another unit.
<b>Transfer To</b>	The Unit Number the resident requested to transfer to.
<b>Total</b>	Column totals.

**Move Outs This Week**

**Note:** This section lists all leases with a move out date in the reporting week.

Field	Description
<b>Apt.</b>	The Building Number (if used) + Unit Number.
<b>Type</b>	The Unit Type + Sub-Type, if applicable.
<b>Name</b>	The primary resident name.
<b>Move Out Date</b>	The date the resident actually moved out of the unit.
<b>Reason</b>	The reason the resident gave for moving out.
<b>Total</b>	Column totals.

**Cancelled/Denied Applications this week**



**Note:** This section lists all applications with a cancellation date in the current week. If the applicant had become a lease (based on policy) they are not included in this section.

Field	Description
<b>Apt.</b>	The Building Number (if used) + Unit Number.
<b>Type</b>	The Unit Type + Sub-Type, if applicable.
<b>Name</b>	The primary resident name.
<b>Cancel/Denial</b>	The date of cancellation or denial.
<b>Type</b>	Either Cancel or Denial.
<b>Reason</b>	The reason for cancel or denial.

**Cancelled/Denied Leases this week**



**Note:** This section lists all leases with a cancellation date in the current week.

Field	Description
<b>Apt.</b>	The Building Number (if used) + Unit Number.
<b>Type</b>	The Unit Type + Sub-Type, if applicable.
<b>Name</b>	The primary resident name.
<b>Cancel/Denial</b>	The date of cancellation or denial.
<b>Type</b>	Either Cancel or Denial.
<b>Reason</b>	The reason for cancel or denial.

**Cancelled Notices this week**



**Note:** This section lists all leases with a notice cancel date or intent to transfer cancel date in the current week.

Field	Description
<b>Apt.</b>	The Building Number (if used) + Unit Number.
<b>Type</b>	The Unit Type + Sub-Type, if applicable.
<b>Name</b>	The primary resident name.
<b>Cancel</b>	The date of cancellation.

**Cancellation Reasons This Week**

Field	Description
<b>Code</b>	The Code identifier. <b>Example:</b> BC
<b>Type</b>	Either Cancel or Denial.
<b>Reason</b>	The reason for the cancellation / denial. <b>Example:</b> Bad Credit
<b>Count</b>	The number of cancel/denials per code.

**Move Out Reasons This Week**

Field	Description
<b>Code</b>	The Move Out Code identifier. <b>Example:</b> RC
<b>Reason</b>	The reason for the move out. <b>Example:</b> Roommate Change
<b>Count</b>	The number of move outs per code.

**Vacancy Listing**



**Note:** Includes all units with a status of VA, VP or VL, excluding Wait Lists.

Field	Description
Type	An identifier for the type of unit that is vacant.
Apt.	All Unit Numbers of that Unit Type that are vacant.

**Outstanding Notices**



**Note:** Includes all units with at least one resident with a status of N (Notice) or T (Transfer Out).

Field	Description
Type	The Building Number (if used) + Unit Number.
Apt.	The Unit Type + Sub-Type, if applicable.
Expected Move Out Date	The date that the on-notice / intent to transfer resident expects to move out.
Reason	The reason the on-notice / intent to transfer resident gave for moving.
Expected Move In Date	If the on-notice unit has an application or lease or transfer in, the date the new resident expects to move in.
# Days Vacant	The estimated number of days the unit will be vacant. <b>Calculation:</b> Days between Expected Move Out and Expected Move In (adjusted by Policy for day of move out counting as occupied)
Vacancy Loss	The estimated vacancy loss. <b>Calculation:</b> Market Rent / 30 * # Days Vacant

# Leasing Reports

## Marketing Status Report

This is a summary of weekly leasing activity, including concessions, apartment information and projected occupancy percentages.

### Selection Criteria

- ❖ **End of Week:** The last day of the week you want the report to cover. All leasing activity shown on this report takes place during the week, which ends on this date and any status information is computed as of this date.

### Policies

These policies, and how they are set, will affect how the system handles report calculations:

- Leasing tab, **Last day of reporting week**, affects the selection criteria prompts.
- Leasing tab, **A unit is counted as Leased when**, affects any counts of leased units.
- Leasing tab, **Leasing Activity reports count traffic as**, affects any counts of traffic.
- Leasing tab, **Model units count as occupied**, affect any counts of occupied units.
- Leasing tab, **Other Use units count as occupied**, affects any counts of occupied units.
- Lease Expirations & Move Out tab, **Unit is occupied on the day of move-out**, affects any counts of occupied units.

### Policy Notes

It is important to understand how the system defines occupied unit and vacant unit.

- If the Unit Occupancy status is (M)odel and the Property Policy, **Model unit count as occupied** is active, then the unit is considered occupied.
- If the Unit Occupancy status is (O)ther use and the Property Policy, **Other Use units count as occupied** is active, then the unit is considered occupied.
- If the Unit Occupancy status is (N)ormal or (E)mployee and if there is any lease linked to that unit with a resident status of (C)urrent, (T)ransfer or (N)otice (calculated as of the prompted End of Week date) and the Property Policy, **Unit is occupied on the day of move out** is active, then the unit is considered occupied.
- In all other cases, the unit is considered vacant.

### Policy Notes

A Leased unit is defined as leased if at the prompted End of Week date, it satisfies the definition of the Property Policy, **A unit is counted as Leased when.**

Lease Concessions are comprised of the total concessions given up over the life of a lease and any lease renewals. They are only computed for units considered leased during the specified reporting week and are

- The sum of all recurring charges (converted to monthly, if necessary) to income codes of type (C)oncession which were applied or will be applied during the period of time from the beginning of this reporting week through the end of the lease.
- PLUS the sum of all renewal detail charges (converted to monthly, if necessary) to income codes of type (C)oncession, which will be applied during the period of time from the beginning of this reporting week through the end of the lease renewal.

### Restrictions

Units with status (W)aiting List or (C)onstruction are included only in the following calculations:

- Applications for Week (Weekly Leasing Activity section)
- Cancelled Applications for Week (Weekly Leasing Activity section)
- Outstanding Applications (Weekly Leasing Activity section)
- Leases for Week (Weekly Leasing Activity section)
- Concession Count for Week (Concessions for Week section)
- Concessions for Week (Concessions for Week section)

### Report Legends

Report legends help you identify various codes used throughout eSite. To learn more about codes used in this report, review the following:

#### Unit Occupancy Statuses

Unit Occupancy Statuses identify the occupancy state of a unit on a given date. These are system-calculated based on the date and the status of the associated leases on that date.

<b>CA</b>	Construction Available
<b>CL</b>	Construction Leased
<b>CP</b>	Construction Pending
<b>NA</b>	On Notice Available
<b>NL</b>	On Notice Leased
<b>NP</b>	On Notice Pending
<b>OC</b>	Occupied
<b>VA</b>	Vacant Available
<b>VL</b>	Vacant Leased
<b>VP</b>	Vacant Pending

**Resident Statuses**

Resident Statuses identify the state of a lease on a given date. They are system-calculated based on the date and the associated lease dates.

- A** Applicant
- C** Current
- F** For Sale
- I** Transfer In
- L** Leased
- N** Notice
- P** Previous
- R** Resale Pending
- T** Transfer
- V** Approve
- X** Cancel
- 1** Resale Applicant
- 2** Resale Approved
- 3** Resale Leased

**Unit Statuses**

Unit Statuses are user-maintained and classify units into normal or special statuses. For instance, a unit classified as a Model or Employee unit would be considered a special status.

- C** Construction
- D** Down
- E** Employee
- M** Model
- N** Normal
- O** Other
- W** Wait List

## Understanding the Marketing Status Report Calculations

Looking at report data can be confusing if you do not have a clear understanding of how the system calculates report fields. This section walks you through some of the report field calculations that users commonly question. When applicable, this section also includes tie out information.



**Note:** This topic pertains to certain sections of the report. To view the complete Marketing Status Report, refer to your eSite system.

SSI478  
12024  
Select: 05/27/04  
50 Units, 50,510 Sq. Ft.

**Marketing Status**  
**( From 05/24/04 To 05/30/04 )**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 27, 2004**

Page: 1  
05/2004  
05/28/04  
12:58

Total # Of Units : 46

Total # Occupied : 23

Percent Occupied: 50.0%

**Unit Information :**

Unit Type	# Of Unit	# Occup.	% Occup.	Sq.Ft.	Market Rent	\$ Per Sq.Ft.	Pre-Leased
11CA	16	6	37.5%	<b>A</b> 800	<b>C</b> 1,276	<b>E</b> 1.59	1
22CB	13	7	53.8%	1,000	1,424	1.42	2
32CCT	17	10	58.8%	1,230	1,658	1.35	2
<b>Total:</b>	46	23	50.0%	<b>B</b> 3,030	<b>D</b> 4,357	<b>F</b> 1.44	5

Field	Details
<b>A</b> Sq. Ft.	<p><b>Calculation:</b> Sum of all Unit's Square Feet with the corresponding Unit Type / Total number of Units with the same Unit Type, excluding Construction and Wait List units.</p> <p><b>What Does This Number Tie To?</b> Leasing Summary Report, Average Lease Rent Rate section, Sq.Ft. field</p>

Field	Details
<p><b>B</b> <b>Total Sq. Ft.</b></p>	<p><b>Calculation:</b> Sum of (Each Unit Type Square Feet X Unit Type Count) / Number of Units.</p> <p><b>What Does This Number Tie To?</b> Leasing Summary Report, Average Lease Rent Rate section, Total Sq. Ft. field</p>
<p><b>C</b> <b>Market Rent</b></p>	<p><b>Calculation:</b> Sum of all unit's Market Rent with the corresponding Unit Type / Total number of Units with the same Unit Type</p> <p><b>What Does This Number Tie To?</b> Leasing Summary Report, Average Lease Rent Rate\Market Rent section, Avg. per unit type field</p> <p><b>Note:</b> This only applies if the Leasing Summary Report, Average Lease Rent Rate count, equals the Market Status Report, Unit Information section, # of Units Total field.</p>
<p><b>D</b> <b>Total Market Rent</b></p>	<p><b>Calculation:</b> Sum of (Each Unit Type Market Rent X Unit Type Count) / Number of Units.</p> <p><b>What Does This Number Tie To?</b> Leasing Summary Report, Average Lease Rent Rate\Market Rent section, Total Avg. field</p> <p><b>Note:</b> This only applies if the Leasing Summary Report, Average Lease Rent Rate count, equals the Market Status Report, Unit Information section, # of Units Total field.</p>
<p><b>E</b> <b>\$ Per Sq. Ft.</b></p>	<p><b>Calculation:</b> Market Rent / Square Feet (for each unit type)</p> <p><b>What Does This Number Tie To?</b> Leasing Summary Report, Average Lease Rent Rate\Market Rent section, Sq. Ft. per unit type field</p>
<p><b>F</b> <b>Total \$ Per Sq. Ft.</b></p>	<p><b>Calculation:</b> Total Market Rent / Total Square Feet</p> <p><b>What Does This Number Tie To?</b> Leasing Summary Report, Average Lease Rent Rate\Market Rent section, Total /Sq. Ft. field</p>

Weekly Leasing Activity

Unit Type	Phone Calls	Net Traffic	Net Closed	Conversion Ratio	Leased This Week	Move-Ins This Week	Move-Outs This Week	Outstanding Apps	Cancelled Apps
11CA	0	0	2	0.0%	2	2	2	3	1
22CB	0	0	1	0.0%	1	1	0	4	1
32CCT	0	0	3	0.0%	3	2	0	0	0
<b>Total :</b>	0	0	6	0.0%	<b>(A)</b> - 6	<b>(B)</b> - 5	<b>(C)</b> - 2	<b>(D)</b> - 7	<b>(E)</b> - 2

Field	Details
<b>A Leased This Week</b>	The number of closed applications this week, from the history table, based on policy for when an application is closed.
<b>B Move-Ins This Week</b>	The number of move-ins during the reporting week, from the history table. <b>What Does This Number Tie To?</b> <ul style="list-style-type: none"> <li>• Weekly Boxscore Report, Occupancy - This Week section, Move-Ins field</li> <li>• Property Status Report, Activity section, Move-Ins field</li> <li>• Leasing Summary Report, Daily Traffic section, Move-Ins field</li> </ul>
<b>C Move-Outs This Week</b>	The number of move-outs during the reporting week, from the history table. <b>What Does This Number Tie To?</b> <ul style="list-style-type: none"> <li>• Weekly Boxscore Report, Occupancy - This Week section, Move-Outs field</li> <li>• Property Status Report, Activity section, Move-Outs field</li> <li>• Leasing Summary Report, Activity section, Move-Outs field</li> </ul>
<b>D Outstanding Apps</b>	The number of leases with an Applicant, Approved or Transfer In status at the end of the reporting week.

Field	Details
<b>E</b> <b>Cancelled Apps</b>	<p>The number of applications cancelled this week, from the history table.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>Leasing Summary Report, Traffic Summary section, Cancellations field</li> <li>Property Status Report, Activity section, Cancels field</li> </ul>

**Available to Rent**

Unit Type	Vacant	Vacant Not Avail.	Notice	Notice Not Avail.	Available To Rent	% Avail
11CA	10	1	0	0	11	68.8%
22CB	6	2	3	0	8	61.5%
32CCT	7	2	0	0	5	29.4%
<b>Total</b>	<b>A</b> - 23	<b>B</b> - 5	<b>C</b> - 3	<b>D</b> - 0	<b>E</b> - 24	<b>F</b> - 52.2%

Field	Details
<b>A</b> <b>Total Vacant</b>	<p>The total number of Vacant units with an Occupancy status of VA, VP or VL.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>Property Status Report, Occupancy section, Total Vacant field</li> <li>Weekly Boxscore Report, Occupancy section, Total Vacant field</li> </ul>

Field	Details
<p><b>B</b> <b>Total Vacant Not Avail.</b></p>	<p>The number of Units with a status of VL (Vacant Leased).</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Weekly Boxscore Report, Occupancy section, Vacant Leased field</li> <li>• Occupancy &amp; Availability Report, Vacant Leased section, Total field</li> </ul>
<p><b>C</b> <b>Total Notice</b></p>	<p>The number of units with an occupancy status of NA (Notice Available), NP (Notice Pending) or NL (Notice Leased).</p>
<p><b>D</b> <b>Total Notice Not Avail.</b></p>	<p>The number of units with an occupancy status of NL (Notice Leased).</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Occupancy &amp; Availability Report, On-Notice Leased section, Total field</li> </ul>
<p><b>E</b> <b>Total Available to Rent</b></p>	<p><b>Calculation:</b> (Vacant – Vacant Not Available) + (Notice – Notice Not Available)</p>
<p><b>F</b> <b>Total % Avail</b></p>	<p><b>Calculation:</b> (Available to Rent / Number of Units of this type) X 100</p>

Projected Occupancy :

Week Ending	Current # Occupied	% Occupied	(A) Expected Move-Ins	(B) Expected Move-Out	(C) Expected Occupied	% Occupied
05/30/2004	23	50.0%	0	0	23	50.0%
06/06/2004	23	50.0%	4	0	27	58.7%
06/13/2004	27	58.7%	0	0	27	58.7%
06/20/2004	27	58.7%	3	2	28	60.9%
06/27/2004	28	60.9%	1	0	29	63.0%
+	29	63.0%	2	0	31	67.4%

Field	Details
<b>A</b> <b>Expected Move-Ins</b>	<p>The number of Units where one of the following is true:</p> <ul style="list-style-type: none"> <li>• Lease Expected Move-In date occurs during the reporting week, but there is no Move In date OR</li> <li>• Lease Move-In date occurs during the reporting week OR</li> <li>• Lease Expected Transfer date occurs for the reporting week but there is no Transfer date OR</li> <li>• Lease Transfer date occurs for the reporting week</li> </ul> <p><b>Note:</b> Any expected Move-Ins during the reporting week are counted on line 1.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Occupancy &amp; Availability Report</li> <li>• Count of all residents in the Vacant Applied, On-Notice Applied, Construction Applied, Vacant Leased, On-Notice Leased and Construction Leased sections that have an Expected Move In date AND that date is = &gt; the From Date.</li> </ul>
<b>B</b> <b>Expected Move-Out</b>	<p>The number of Units where one of the following is true:</p> <ul style="list-style-type: none"> <li>• Lease expected move-out date is in that week but there is no move out date OR</li> <li>• Lease move-out date is in that week OR</li> <li>• Lease expected transfer date is in that week but there is no transfer date OR</li> <li>• Lease transfer date is in that week</li> </ul> <p><b>Note:</b> Any expected move-outs during the reporting week are counted on line 1.</p>

Field	Details
<p><b>B</b>  <b>Expected Move-Out,</b>  <b>cont.</b></p>	<p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Occupancy &amp; Availability Report</li> <li>• Count the number of units that have an Expected Move Out date AND that Expected Move Out date is = &gt; the From Date.</li> </ul>
<p><b>C</b>  <b>Expected Occupied</b></p>	<p><b>Calculation:</b>            Current # Occupied + Expected Move-Ins – Expected Move-Outs</p>

## Marketing Status Report – Field Descriptions

### Unit Information

Field	Details
<b>Unit Type</b>	The unit type.
<b># of Units</b>	The total number of units of this type for the property.
<b># Occup.</b>	The number of units of this type with a status of OC (Occupied), NA (Notice Available), NP (Notice Pending) or NL (Notice Leased).
<b>% Occup.</b>	<b>Calculation:</b> $(\# \text{ Occup} / \# \text{ of Units}) \times 100$
<b>Sq. Ft.</b>	<b>Calculation:</b> Sum of Unit square feet / # of Units
<b>Market Rent</b>	<b>Calculation:</b> Sum of Unit market rent / # of Units
<b>\$ Per Sq. Ft.</b>	<b>Calculation:</b> Sum of unit market rent / sum of Unit square feet.
<b>Pre-Leased</b>	<b>Calculation:</b> Leased Not Occupied + Future Vacant Leased (from Concessions for Week Available for Rent section)

### Total

Field	Details
<b># of Units</b>	The sum of the detail.
<b># Occup.</b>	The sum of the detail.
<b>% Occup.</b>	<b>Calculation:</b> $(\text{Number of Occupied Units} / \text{Total Number of Units}) \times 100$

## Unit Information

Field	Description
<b>Sq. Ft.</b>	Sum of detail. <b>Calculation:</b> (Sum of each Unit Type square feet X Unit Type count) / Number of Units
<b>Market Rent</b>	Sum of detail. <b>Calculation:</b> (Sum of each Unit Type Market Rent X unit type count) / # of Units
<b>\$ Per Sq. Ft.</b>	<b>Calculation:</b> Total Unit Market Rent / Total Unit Square Feet
<b>Pre-Leased</b>	The sum of the detail.

## Weekly Leasing Activity

Field	Description
<b>Unit Type</b>	The unit type.
<b>Phone Calls</b>	The number of phone calls in the reporting week from the history table. In order to appear, the guest card must have a desired unit type entered.
<b>Net Traffic</b>	The number of visits that satisfy the definition of Traffic (based on the Property Policy, <b>Leasing Activity Reports count Net Traffic as</b> ), and with a date for the reporting week; from the history table.
<b>Net Closed</b>	The number of closed leases as determined by the policy for when a lease counts as closed less number of cancelled leases; from the history table.
<b>Conversion Ratio</b>	<b>Calculation:</b> (Apps. / Traffic) X 100
<b>Leased This Week</b>	The number of closed applications this week from the history table. Based on policy for when an application is closed.

**Weekly Leasing Activity**

Field	Description
<b>Move-Ins This Week</b>	The number of move-ins during the reporting week; from the history table.
<b>Move-Outs This Week</b>	The number of move-outs during the reporting week; from the history table.
<b>Outstanding Apps</b>	The number of leases with an Applicant, Approved or Transfer In status at the end of the reporting week.
<b>Cancelled Apps</b>	The number of applications cancelled this week; from the history table.
<b>Total</b>	Column totals.
<b>Conversion Ratio Total</b>	<b>Calculation:</b> (Apps. / Traffic) X 100

**Concessions For Week**

Column	Description
<b>Unit Type</b>	The unit type.
<b>Total Apps (Amount)</b>	The sum of Lease Concessions for units leased (based on policy) during the reporting week.
<b># Given</b>	The count of Leases which has a Concession included in the Total Apps (Amount) above.

**Available to Rent**

Field	Description
<b>Unit Type</b>	The unit type.
<b>Vacant</b>	The total number of Vacant units, with an Occupancy status of VA, VP or VL
<b>Vacant Not Avail</b>	The number of Units with a status of VL (Vacant Leased).

**Available to Rent**

Field	Description
<b>Notice</b>	The number of units with an occupancy status of NA (Notice Available), NP (Notice Pending) or NL (Notice Leased).
<b>Notice Not Avail</b>	The number of units with an occupancy status of NL (Notice Leased).
<b>Available To Rent</b>	<b>Calculation:</b> (Vacant - Vacant Not Available) + (Notice - Notice Not Available)
<b>% Avail</b>	<b>Calculation:</b> (Available to Rent / # of Units of this type) X 100
<b>Total</b>	The sum of report columns.

**Projected Occupancy**

Field	Description
<b>Week Ending</b>	The date of the end of the week as MM/DD/YYYY (lines 1-5) '+' 30 days (line 6).
<b>Current # Occupied</b>	The number of Units occupied at the beginning of the reporting week. <ul style="list-style-type: none"> <li>• For line 1 this = Total # Occupied from Header</li> <li>• For line 2 this = Expected # occupied from line 1</li> <li>• For line 3 this = Expected # occupied from line 2, etc.</li> </ul>
<b>% Occupied</b>	<b>Calculation:</b> (Current # Occupied / Total # of Units) X 100

## Projected Occupancy

Field	Description
<b>Expected Move-Ins</b>	<p>The number of Units where one of the following is true:</p> <ul style="list-style-type: none"> <li>• Lease expected move-in date is in that week but there is no move in date or</li> <li>• Lease move-in date is in that week or</li> <li>• Lease expected transfer date is in that week but there is no transfer date or</li> <li>• Lease transfer date is in that week</li> </ul> <p><b>Note:</b> Any expected move-ins during the reporting week are counted on line 1.</p>
<b>Expected Move-Outs</b>	<p>The number of Units where one of the following is true:</p> <ul style="list-style-type: none"> <li>• Lease expected move-out date is in that week but there is no move out date or</li> <li>• Lease move-out date is in that week or</li> <li>• Lease expected transfer date is in that week but there is no transfer date or</li> <li>• Lease transfer date is in that week</li> </ul> <p><b>Note:</b> Any move-outs expected during the reporting week are counted on line 1.</p>
<b>Expected Occupied</b>	<p><b>Calculation:</b> Current # occupied + Expected Move-Ins - Expected Move-Outs</p>
<b>% Occupied</b>	<p><b>Calculation:</b> (Expected # occupied / Total # of Units) X 100</p>

# Accounting Reports

## Reconciliation Report

This report reconciles the total market rent and potential rent to be collected with the actual amount collected for the month. The purpose of this report is to show accrued income and reconcile it to the amount of cash deposited for the month.

### Selection Criteria

- Print Backup
- Select Print Style

### Report Legends

Report legends help you identify various assorted codes used throughout eSite. To learn more about codes used in this report, review the following:

#### Transaction Types

Transaction types classify transactions into specific categories. Use the table below as a key to learn more about Transaction Types mentioned in this report.

- |   |                  |
|---|------------------|
| 1 | Recurring Charge |
| 2 | Adjustment       |
| 3 | Payment          |
| 4 | Forfeit          |
| 5 | Refund           |
| 6 | Transfer Balance |
| 7 | Non-Resident     |
| 8 | Write Off        |
| 9 | One Time Charge  |



## Notes

When using the information in this report to tie out to other reports, pay attention to the *Balance Due* calculations. These could be especially prone to differences, if trying to balance them with the Rent Summary and Aged Delinquency Reports. The Rent Summary Report uses the Transaction tables, the Reconciliation Report uses the LeaseRecLNotice tables and the Aged Delinquency Report uses the Open Items tables to calculate the following:

- **Other Income**

Transaction Types 1, 2, 6 or 9 (Billings and Balance Transfers except SDI Adjustments)

Posted to Current G/L Period

Potential Flag set to = N

Receivable Flag set to = Y

- **Concessions (included in Other Income)**

Based on Transactions to Income Code Type = C

Transaction Types 1, 2, 6 or 9 (Billings and Balance Transfers except SDI Adjustments)

Potential Flag set to = N

Receivable Flag set to = Y

- **Write Offs**

Transaction Type 8

Posted to Current G/L Period or Due Date in Current G/L Period

- **Adjustments From Prior Periods**

Transaction Types 1, 2, 6 or 9 (Billings and Balance Transfers except SDI Adjustments)

Posted to Earlier G/L Period but Due Date in Current G/L Period

Potential Flag set to = Y

- **Prior Accounting Period Adjustments**

Transaction Types 1, 2, 6 or 9 (Billings and Balance Transfers except SDI Adjustments)

Posted to Current G/L Period but Due Date in Earlier G/L Period

Potential Flag set to = Y

Receivable Flag set to = Y

- **Current Balance Due**

Sum of Ending Balance field from LeaseReclNotice table where Ending Balance > 0

**Note:** Billings and Payments where the DOR (Date of Record) > CAP (Current Accounting Period) will go to **FutureBillingPayment** field instead.

- **Current Prepaid**

Sum of **Ending Balance** field from LeaseReclNotice table where Ending Balance < 0.



**Note:** Billings and Payments where the DOR (Date of Record) > CAP (Current Accounting Period) will go to **FutureBillingPayment** field instead.

- **Forfeits**

Transaction Type 4

Posted to Current G/L Period

# Reconciliation Report – Sample



**Note:** This topic pertains to certain sections of the report. To view the complete Reconciliation Report, see your eSite system.

## Part A

SS1902  
12024  
Select: 05/27/04  
50 Units, 50,510 Sq. Ft.

**Reconciliation Report**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 27, 2004**

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**Total Units        50**

Description	Amount	%	Collected	%
Market Rent	67,100.00	100.000		
Less Loss To Lease	3,755.00	5.596		
Gross Potential Rent By Code				
Current Period Adjustments				
MODEL    Model	5,956.45	8.877	0.00	0.000
RENT     Rent	25,399.67	37.853	8,558.22	33.694
VAC     Vacancy	31,988.88	47.673	0.00	0.000
Total Gross Potential Rent	63,345.00	94.404	8,558.22	13.510
+ Other Income By Code				
APPFE    Application Fee	570.00	0.849	150.00	26.316
APPLI    Appliance	261.77	0.390	95.00	36.291
CONCS    Concession	233.87-	0.349-	0.00	0.000
EMP     Employee	1,295.00-	1.930-	0.00	0.000
GARPK    Garage/Parking	412.90	0.615	125.00	30.274
LATE     Late Fee	100.00	0.149	0.00	0.000
NSF     NSF Fee	50.00	0.075	0.00	0.000
PET     Pet Premium	170.00	0.253	45.00	26.471
PET D    Pet Deposit	400.00	0.596	400.00	100.000
SEC     Security Deposit	350.00	0.522	350.00	100.000
STRGE    Storage	200.00	0.298	0.00	0.000
Total Other Income	985.80	1.470	1,165.00	118.178

**Part B**

+ Prior Accounting Period Adjustments			
RENT	Rent	450.00	0.671
+ Balance Due From Prior Month		614.67	0.916
- Prepaid From Prior Month		0.00	0.000
Prior Month Bal Due less Prepaid		<u>614.67</u>	<u>0.92</u>
- Write - Offs By Code			
APPFE	Application Fee	30.00-	0.045
RENT	Rent	<u>673.54-</u>	<u>1.004</u>
Total Write - Offs		703.54-	1.048
+ Rent Refunds By Code			
RENT	Rent	<u>350.00</u>	<u>0.522</u>
Total Rent Refunds		350.00	0.522

**Part C**

SSI902  
12024  
Select: 05/27/04  
50 Units, 50,510 Sq. Ft.

**Reconciliation Report**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 27, 2004**

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**Total Units      50**

<u>Description</u>	<u>Amount</u>	<u>%</u>	<u>Collected</u>	<u>%</u>
+ Forfeits by code				
SEC    Security Deposit	400.00	0.596		
PET D    Pet Deposit	<u>105.00</u>	<u>0.156</u>		
Total Forfeits:	505.00	0.753		
- Lost Rent By Code				
MODEL    Model	5,956.45	8.877		
VAC    Vacancy	<u>31,988.88</u>	<u>47.673</u>		
Total Lost Rent	37,945.33	56.550		
- Current Balance Due	17,718.38	26.406		
+ Current Prepaid	<u>850.00-</u>	<u>1.267</u>		
Current Month Bal Due less Prepaid	<u>16,868.38</u>	<u>25.14</u>		
<b>= Total To Collect</b>	<u>9,723.22</u>	<u>14.491</u>		

## Reconciliation Report – Field Descriptions

Field	Description
<b>Market Rent</b>	The total Market Rent of all units, excluding Wait List and Construction units.
<b>Market Rent %</b>	<b>Calculation:</b> 100%
<b>Less Loss to Lease</b>	<b>Calculation:</b> Total Market Rent – Total Gross Potential
<b>Less Loss to Lease %</b>	<b>Calculation:</b> (Loss to Lease / Market Rent) X 100
<b>Gross Potential Rent by Code: Adjustments from Prior Periods</b>	The sum of billings and adjustments (transaction types 1, 2, 6, and 9) for Income Codes set to Potential = Y with a G/L Period (transaction table) < the Current Accounting Period (property table) and a due date (transaction table) = the Current Accounting Period; listed by Income Code. <b>Note:</b> This section is only included if there is data to print.
<b>Gross Potential Rent by Code: Adjustments from Future Periods</b>	The sum of billings and adjustments (transaction types 1, 2, 6 and 9) for Income Codes set to Potential = Y with a G/L Period (transaction table) > Current Accounting period (property table) and a Due Date (transaction table) = the Current Accounting Period; listed by income code. <b>Note:</b> This row is only included if there is data to print. Since this requires that future period transactions were recorded with due dates in the current period, this will seldom occur.
<b>Gross Potential Rent by Code: Current Period Adjustments</b>	The sum of: billings and adjustments (transaction types 1, 2, 6 and 9) for Income Codes set to Potential = Y and Receivable = Y with a G/L Period (transaction table) = the Current Accounting Period (property file) and a Due Date (transaction table) = the Current Accounting Period plus Lost Rent; listed by Income Code.
<b>Total Gross Potential Rent</b>	<b>Calculation:</b> Sum of Adjustments from Prior Periods, Adjustments from Future Periods and Current Period Adjustments.
<b>Total Gross Potential Rent %</b>	<b>Calculation:</b> (Total Gross Potential Rent / Market Rent) X 100

Field	Description
<b>+ Other Income by Code</b>	The sum of billings and adjustments (transaction types 1, 2, 6 and 9) for Income Codes set to Potential = N and Receivable = Y with a G/L Period (transaction table) = the Current Accounting Period (property table) (regardless of due date).
<b>Total Other Income</b>	<b>Calculation:</b> Sum of Other Income by Code.
<b>+ Prior Accounting Period Adjustments</b>	The sum of billings and adjustments (transaction types 1, 2, 6 and 9) for Income Codes set to Potential = Y and Receivable = Y with a G/L Period (transaction table) = the Current Accounting Period (property table) and a Due Date (transaction table) < the Current Accounting Period, listed by code. <b>Note:</b> This section is only included if there is data to print.
<b>+ Future Accounting Period Adjustments</b>	The sum of billings and adjustments (transaction types 1, 2, 6 and) for Income Codes set to Potential = Y and Receivable = Y with a G/L Period (transaction table) = the Current Accounting Period (property table) and a Due Date (transaction table) > the Current Accounting Period (property table) listed by code. <b>Note:</b> This section is only included if there is data to print.
<b>- Adjustments from Prior Period Due</b>	Previously calculated <i>Gross Potential Rent By Code: Adjustments from Prior Periods</i> . <b>Note:</b> This section is only included if there is data to print.
<b>- Adjustments from Future Period Due</b>	Previously calculated <i>Gross Potential Rent By Code: Adjustments from Future Periods</i> . <b>Note:</b> This section is only included if there is data to print.
<b>+ Balance Due from Prior Month</b>	The sum of resident Beginning Balance > Zero.
<b>- Prepaid from Prior Month</b>	The sum of resident Beginning Balance < Zero.
<b>Prior Month Bal Due less Prepaid</b>	The Balance Due from Prior Month – Prepaid from Prior Month.
<b>- Write-Offs by Code</b>	The sum of write-offs (transaction type 8) with a G/L Period (transaction table) = the Current Accounting Period (property table); by income code being written off. <b>Note:</b> PowerSite used a write-off code instead of the write-off g/l account which eSite uses.

Field	Description
<b>Total Write-Offs</b>	The sum of Write-offs by Code.
<b>+ Rent Refunds by Code</b>	The sum of refund transactions (transaction type 5) with a G/L Period (transaction table) = the Current Accounting Period (property table) for non-security income codes, listed by income code.
<b>Total Rent Refunds</b>	The sum of Rent Refunds by code.
<b>+ Forfeits by code</b>	The sum of forfeit transactions (transaction type 4) with a G/L Period (transaction table) = the Current Accounting Period (property table), listed by income code.
<b>Total Forfeits</b>	The sum of Forfeits by code.
<b>- Lost Rent by Code</b>	Lost Rent, listed by income code.
<b>Total Lost Rent</b>	The sum of Lost Rent by Code.
<b>- Current Balance Due</b>	The sum of Resident Ending Balances > zero.
<b>+ Current Prepaid</b>	The sum of resident Ending Balances < zero.
<b>Current Month Bal Due less Prepaid</b>	<b>Calculation:</b> Current Balance Due – Current Prepaid.
<b>= Total to Collect</b>	The sum of calculations above: Gross Potential (Current, Prior, and Future) + Other Income by Code – Prior Accounting Period Adjustments + Future Accounting Period Adjustments – Adjustments from Prior Period Due – Adjustments from Future Periods Due + Balance Due from Prior Months – Prepaid from Prior Months – Write-Offs + Rent Refunds – Forfeits – Lost Rent – Current Balance due + Current Prepaid

**Actual Collections**

Field	Description
<b>Rent Collections for the Period</b>	The sum of Payments (transaction type 3) to all Income Codes (except types Security subject to minimum, Security Other, and Miscellaneous/Vending) with a G/L period = to the Current Accounting Period.
<b>Security Deposits</b>	The sum of Payments (transaction type 3) to Income Codes of type Security subject to minimum with a G/L period = to the Current Accounting Period.
<b>Other Deposits</b>	The sum of Payments (transaction type 3) to Income Codes of type Security Other with a G/L period = to the Current Accounting Period.

**Actual Collections**

Field	Description
<b>Total Collected</b>	The sum of Payments (transaction type 3) to Income Codes of type Miscellaneous/Vending Income with a G/L period = to the Current Accounting Period.
<b>Miscellaneous Income</b>	The sum of Payments to Income Codes of type Miscellaneous/Vending Income with a G/L period = to the Current Accounting Period.
<b>Total Actual Collections</b>	The sum of the collections above: Rent Collections for the Period + Security 1 Deposits + Security 2 Deposits + Miscellaneous Income Deposits

**Column Descriptions**

Field	Description
<b>Amount</b>	The amount of Potential Rent or Collections (as described above).
<b>Percent %</b>	The percentage of the corresponding amount to Market Rent. <b>Calculation:</b> (Amount / Market Rent X 100)
<b>Collected</b>	The sum of Payments (transaction type 3) to Income Codes (except types Security subject to minimum, Security Other, and Miscellaneous/Vending) with a G/L period (transaction table) = to the Current Accounting Period (property table), listed by Income Code. <b>Note:</b> The sum of these amounts will equal the <b>Rent Collections for the Period</b> amount.
<b>Percent %</b>	The percentage of the corresponding Collected amount to the Potential amount. <b>Calculation:</b> (Collected amount / Potential amount) X 100
<b>Deposits</b>	The sum of Payments (transaction type 3) to all Income Codes (listed by types Security subject to minimum, Security Other, and Miscellaneous/Vending) with a G/L period (transaction table) = to the Current Accounting Period (property table) – Returns
<b>Returns</b>	The sum of Return Checks (listed by types Security subject to minimum, Security Other, and Miscellaneous/Vending). <b>Note:</b> The Deposits + Returns = Collections Amount (by type).

**Reconciliation Report (Breakout by Apt. – Part 1)**

The Breakout by Apt. section prints the amounts for each unit using the same definitions as the summary page, headers are different to conserve space, duplicate amounts are listed only once and subtotals are not included.

Field	Description
<b>Apt.</b>	The Unit Number.
<b>Market Rent</b>	The Market Rent amount listed by unit.
<b>Loss to Lease</b>	The difference between the unit’s Market Rent and the potential amount actually charged to the resident leasing the unit.
<b>Income Code</b>	The income code for the items on this line.
<b>Current Period</b>	The Current Period Adjustments.

**Column Totals**

Field	Description
<b>From Prior Period</b>	Adjustments from Prior Period.
<b>From Future Period</b>	Adjustments from Future Period.
<b>Other Rents</b>	Other Income.
<b>Prior Period Adjusts</b>	Prior Accounting Period Adjustments.
<b>Future Period Adjusts</b>	Future Accounting Period Adjustments.
<b>Prior Balance Due</b>	Balance Due from Prior Month.
<b>Prior Prepaid</b>	Prepaid from Prior Month.
<b>Write-off</b>	Write-offs by code.
<b>Rent Refunds</b>	Rent refunds by code.
<b>Forfeits</b>	Forfeits by code.
<b>Lost Rent</b>	Lost rent by code.
<b>Current Balance Due</b>	Current Balance Due.
<b>Current Prepaid</b>	Current Prepaid.

**Reconciliation Report (Breakout by Apt. – Part 2)**



**Note:** The Breakout by Apt. section prints the amounts for each unit using the same definitions as the summary page, headers are different to conserve space, duplicate amounts are listed only once and subtotals are not included.

Field	Description
<b>Apt.</b>	The Unit Number.
<b>Net to Collect</b>	The total to collect.
<b>Net Rent Collected</b>	Rent Collections for the period.
<b>Rent Collected</b>	Rent Collections For The Period – Deposits.
<b>Rent NSF's</b>	Rent Collections for the period – Returns.
<b>Net Security Collected</b>	Security Deposits.
<b>Security Deposits</b>	Security Deposits – Deposits.
<b>Security NSF's</b>	Security Deposits – Returns.
<b>Other Deposits Collected</b>	Other Deposits.
<b>Other Deposits</b>	Other Deposits – Deposits.
<b>Other Deposits NSF's</b>	Other Deposits – Returns.
<b>Total Collected</b>	Total Collected.
<b>Total Deposits</b>	Total Collected – Deposits.
<b>Total NSF's</b>	Total Collected – Returns.
*	<p><b>Calculation:</b>                      If the Net to Collect &lt;&gt; (Net Rent Collected + Net Security Collected + Net Deposits Collected) then an * is printed.</p>

## Accounting Reports

### Rent Summary Report

This is a summary of rents due and collected for the current period. The purpose of this report is to reconcile the current month's rental income for the property. Supporting detail by unit may be printed independently for both the Rent Collected and Rent Potential sections. All transactions with a transaction date for the selected property's current accounting period will be included.

#### Selection Criteria

- Include Rent Summary
- Include Detail for Rent Collected
- Include Detail for Rent Potential

#### Restrictions

For any property the report should use all activity for that property where the Transaction date falls for the Current Accounting Period for that property.



#### Notes

- This report prints a single page per property.
- Total Rent Collected for Month matches the Rental Income from the Monthly Income Summary Report.
- Net Rent Collected for Month matches the Rental Income from the Reconciliation Report.

#### Calculation Definitions

- **Potential Billed This Month** is defined as Sum of all billing or adjustment (1,2, or 9) transactions that are due in the current accounting period where the Income Code Potential flag is set to Y.
- **Unit Potential Rent** is defines as:
  - If the Unit is vacant, then Unit potential rent = Unit market rent
  - If the Unit is not vacant, then Unit potential rent = Sum of all active recurring charges (converted to monthly, if necessary) for any current residents where the Income Code Potential flag is set to Y.

#### Sort Order

(Rent Collected & Rent Potential) These sections sort the report information by unit for the selected property.

### Totals & Sub-Totals

(Rent Collected & Rent Potential) These sections list totals by property. Grand Totals are listed if more than one property is selected when the reports are generated.

### Report Legends

Report Legends help you identify various assorted codes used throughout eSite. To learn more about codes used in this report, review the following:

#### Transaction Types

Transaction types classify transactions into specific categories. Use the table below as a key to learn more about Transaction Types mentioned in this report.

- |   |                  |
|---|------------------|
| 1 | Recurring Charge |
| 2 | Adjustment       |
| 3 | Payment          |
| 4 | Forfeit          |
| 5 | Refund           |
| 6 | Transfer Balance |
| 7 | Non-Resident     |
| 8 | Write Off        |
| 9 | One Time Charge  |

# Rent Summary Report – Sample



**Note:** This topic pertains to certain sections of the report. To view the complete Rent Summary Report, see your eSite system.

## Sample – Rent Summary portion

SSI470  
12024  
Select: 05/27/04  
50 Units, 50,510 Sq. Ft.

**Rent Summary**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 27, 2004**

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Rent Collected

Current Month Rent	15,728.22	Rent payments collected in the current Acct period for the current A/R period.
Past Due Rent Collected	450.00	Rent payments collected in the current Acct period for any previous A/R period.
Prepays Collected	1,200.00	Rent Prepays collected in the current Acct period.
<b>* Total Rent Collected for the Month</b>	<b>17,378.22</b>	Total of all Rent payments collected in the current Acct period.
Less Returned Checks	8,820.00-	Total of all Returned checks to the Rent income code in the current Acct period.
<b>** Net Rent Collected for Month</b>	<b>8,558.22</b>	
Less Rent Refunds	350.00	Total of all Refunds to the Rent income code in the current Acct period.
Plus Forfeited Deposits to Rent	320.33	Total of all Forfeits to the Rent income code in the current A/R period.
<hr/>		
<b>Total Rental Income</b>	<b>8,528.55</b>	
<hr/>		

Rent Potential

Gross Potential Market Rent	72,605.00	Market Rent for all Leased Apts. and Vacant Apts.
+ Gain/Loss to Lease	9,260.00-	The difference between Market Rent and Lease Rent for Leased Apts.
= Gross Possible Rent	63,345.00	
Less:		
Previous Paid Rent	0.00	Rent Payments collected in a previous Acct period for this A/R period.
Non Revenue Apartments	8,086.45	Total of all Employee, Models, and/or other non-revenue apartments.
Rental Concessions	1,528.87-	Concession to Rent for this A/R period.
Write Offs of Rent	673.54	Write Offs of Rent for this A/R period.
Current Month Delinquency	7,498.71	Current Month Delinquent Rent (balance) for this A/R period.
Vacancy Loss	29,858.88	Current Month Vacancy Loss.

Sample – Rent Collected portion

SSI470  
 12024  
 Select: 05/27/04  
 50 Units, 50,510 Sq. Ft.

**Rent Summary**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 27, 2004**

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**Rent Collected**

<b>Unit</b>	<b>Current Month Rent</b>	<b>Past Due Rent</b>	<b>Future Rent</b>	<b>Total Rent</b>	<b>Returned Checks</b>	<b>Net Rent Collected</b>	<b>Rent Refunds</b>	<b>Forfeits to Rent</b>	<b>Balance Transfers</b>	<b>Total Rental Income</b>
01 - 101	1,170.00	0.00	350.00	1,520.00	0.00	1,520.00	350.00	0.00	\$0.00	\$1,170.00
01 - 102	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
01 - 103	1,260.00	0.00	0.00	1,260.00	8,820.00-	7,560.00-	0.00	0.00	\$0.00	(\$7,560.00)
01 - 104	293.55	0.00	0.00	293.55	0.00	293.55	0.00	0.00	\$0.00	\$293.55
01 - 105	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
01 - 106	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
01 - 107	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
01 - 108	0.00	0.00	0.00	0.00	0.00	0.00	0.00	320.33	\$0.00	\$320.33
01 - 109	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
01 - 110	990.97	0.00	0.00	990.97	0.00	990.97	0.00	0.00	\$0.00	\$990.97

Sample – Rent Potential portion

SSI470  
 12024  
 Select: 05/27/04  
 50 Units, 50,510 Sq. Ft.

**Rent Summary**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 27, 2004**

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**Rent Potential**

Unit	Market Rent	Gain/ Loss to Lease	Gross Possible Rent	Prev Paid Rent	Non Rev Unit	Renta I Conc	Rent Write- Offs	Current Month Delinq	Vacant Loss	Net Future Rent	Net Past Due Rent	Total Rental Income *
01 - 101	1,245.00	0.00	1,245.00	0.00	0.00	75.00-	0.00	350.00	0.00	350.00	0.00	1,170.00
01 - 102	1,235.00	235.00-	1,000.00	0.00	0.00	0.00	0.00	193.55	806.45	0.00	0.00	0.00
01 - 103	1,260.00	0.00	1,260.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,820.00-	7,560.00-
01 - 104	1,320.00	20.00-	1,300.00	0.00	1,006.45	0.00	0.00	0.00	0.00	0.00	0.00	293.55
01 - 105	1,310.00	0.00	1,310.00	0.00	0.00	0.00	0.00	1,310.00	0.00	0.00	0.00	0.00
01 - 106	1,325.00	0.00	1,325.00	0.00	0.00	0.00	0.00	0.00	1,325.00	0.00	0.00	0.00
01 - 107	1,295.00	0.00	1,295.00	0.00	0.00	0.00	0.00	0.00	1,295.00	0.00	0.00	0.00
01 - 108	1,285.00	0.00	1,285.00	0.00	0.00	83.87-	673.54	0.00	207.26	0.00	0.00	320.33
01 - 109	1,295.00	0.00	1,295.00	0.00	0.00	1,295.00-	0.00	0.00	0.00	0.00	0.00	0.00
01 - 110	1,280.00	0.00	1,280.00	0.00	0.00	0.00	0.00	0.00	289.03	0.00	0.00	990.97

## Rent Summary Report – Field Descriptions

### Rent Collected

Field	Description
<b>Current Month Rent</b>	Rent Payments collected in the Current Accounting Period for the Current Accounting Period. <b>Breakout:</b> Sum of Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3)</li> <li>• Income Code Type is Rent</li> <li>• Due Date is in the Current Accounting Period (Due date on a payment is the due date of the charge being paid)</li> <li>• Payment was made in the Current Accounting Period</li> <li>• Transaction Header Return flag is null.</li> </ul>
<b>Past Due Rent Collected</b>	Rent Payments collected in the Current Accounting Period for any previous Accounting Period. <b>Breakout:</b> Sum of Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3)</li> <li>• Income Code Type is Rent</li> <li>• Due date is in some Prior Accounting Period (Due date on a payment is the due date of the charge being paid)</li> <li>• Payment was made in the Current Accounting Period</li> <li>• Transaction Header Return flag is null.</li> </ul>
<b>Prepays Collected</b>	Rent Payments collected in the Current Accounting Period. <b>Breakout:</b> Sum of Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction type is Payment (3)</li> <li>• Income Code Type is Rent</li> <li>• Due date is in some Future Accounting Period. (Due date on a payment is the due date of the charge being paid)</li> <li>• Payment was made in Current Accounting Period</li> <li>• Transaction Header Return flag is null.</li> </ul>

Rent Collected

Field	Description
<p><b>* Total Rent Collected for the Month</b></p>	<p>The total of all Rent Payments collected in the Current Accounting Period.  <b>Calculation:</b>                      Current Month Rent + Past Due Rent + Prepaid Rent = Total Rent Collected for the Month  <b>What Does This Number Tie To?</b>                      This amount matches the Rental Income amount from the Monthly Income Summary Report.</p>
<p><b>Less Returned Checks</b></p>	<p>The total of all Returned Checks to the Rent Income Code in the Current Accounting Period.  <b>Breakout:</b>                      Sum of Transaction detail amount where:</p> <ul style="list-style-type: none"> <li>• Transaction type is Payment (3)</li> <li>• Income Code Type is (R)ent</li> <li>• Payment was made in Current Accounting Period</li> <li>• Transaction Header Return flag is not null</li> </ul>
<p><b>** Net Rent Collected for Month</b></p>	<p><b>Calculation:</b>                      Total Rent – Returned checks = Net Rent Collected for Month  <b>What Does This Number Tie To?</b>                      This amount matches the Rental Income amount from the Reconciliation Report.</p>
<p><b>Less Rent Refunds</b></p>	<p>The total of all Refunds from a Rent Income Code in the Current Accounting Period.  <b>Breakout:</b></p> <ul style="list-style-type: none"> <li>• Sum of Transaction detail amount where:</li> <li>• Transaction Type is Refund (5)</li> <li>• Income Code Type is (R)ent</li> <li>• Refund was made in the Current Accounting Period</li> </ul>
<p><b>Plus Forfeited Deposits to Rent</b></p>	<p>The total of all Forfeits to a Rent Income Code in the Current Accounting Period.  <b>Breakout:</b>                      Sum of Transaction detail amount where:</p> <ul style="list-style-type: none"> <li>• Transaction Type is Forfeit (4)</li> <li>• Income Code Type is (R)ent for the Transaction Ageing Code</li> <li>• Payment was made in the Current Accounting Period</li> </ul>
<p><b>Total Rental Income</b></p>	<p><b>Calculation:</b>                      Net Rent Collected – Rent Refunds + Forfeits to Rent = Total Rental Income</p>

**Rent Potential portion**

Field	Description
<b>Gross Potential Market Rent</b>	Market Rent for all units, excluding Wait List units.
<b>+ Gain/Loss to Lease</b>	The difference between Market Rent and Lease Rent for normal status units. <b>Calculation:</b> Market Rent – Unit Potential Rent* = Gain/Loss to Lease
<b>= Gross Possible Rent</b>	<b>Calculation:</b> Market Rent + Gain/Loss to Lease = Gross Possible Rent

**Less:**

Field	Description
<b>Previous Paid Rent</b>	Rent Payments collected in a Previous Accounting Period for the Accountings Receivable Period. <b>Breakout:</b> Sum of Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3)</li> <li>• Income Code Type is (R)ent</li> <li>• Payment was due in Current Accounting Period</li> <li>• Payment was not made in Current Accounting Period</li> </ul>
<b>Non Revenue Apartments</b>	The Total of Lost Rent for all (E)mloyee, (M)odel and/or Other non-revenue units (all units of status other than (N)ormal).
<b>Rental Concessions</b>	Concessions to the Rent Income Code for this Accounting Period. <b>Breakout:</b> Sum of Transaction amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Billing\Adjustment (1, 2, or 9)</li> <li>• Income Code Type is (C)oncession</li> </ul>
<b>Write-Offs of Rent</b>	Write-Offs of Rent for this Accounting Period. <b>Breakout:</b> Sum of Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Write-off (8)</li> <li>• Income Code Type is (R)ent for the Transaction Ageing code</li> <li>• Payment was due in the Current Accounting Period</li> </ul>

**Rent Potential - Less portion**

Field	Description
<b>Current Month Delinquency</b>	Current Month Delinquent Rent (balance) for this Accounts Receivable Period. <b>Breakout:</b> Sum of Transaction detail amount where (if positive): <ul style="list-style-type: none"> <li>• Transaction was due in the Current Accounting Period</li> <li>• Income Code Type is (R)ent for the Transaction Ageing Code</li> <li>• If Transaction is Billing (1, 2, 6, or 9) or Rent Refund (4) then sum is increased</li> <li>• If Transaction is Payment (3), Forfeit (5) or Write-off (8), then sum is decreased</li> </ul>
<b>Current Month Prepaid</b>	Current Month Prepays (credit) for this Accounts Receivable Period. <b>Breakout:</b> Sum of Transaction detail amount where (if negative): <ul style="list-style-type: none"> <li>• Transaction was due in the Current Accounting Period</li> <li>• Income Code Type is (R)ent for the Transaction Ageing Code</li> <li>• If Transaction is Billing (1, 2, 6 or 9) or Rent Refund (4), then sum is increased</li> <li>• If Transaction is Payment (3), Forfeit (5) or Write-off (8), then sum is decreased.</li> </ul>
<b>Vacancy Loss</b>	If the unit status is Normal, then Vacancy Loss is Unit Potential Rent – Potential Billed This Month; otherwise this amount is zero.

**Add:**

Field	Description
<b>Net Prepays Collected</b>	Net Rent Prepays collected in the Current Accounting Period. <b>Breakout:</b> Sum of Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3)</li> <li>• Income Code Type is (R)ent</li> <li>• Payment was a prepaid.</li> <li>• Payment was made in the Current Accounting Period</li> </ul>

**Rent Potential – Add portion**

Field	Description
<b>Net Past Due Rent Collected</b>	Net Rent Payments collected in the Current Accounting Period for any previous Accounts Receivable Period <b>Breakout:</b> Sum of Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3)</li> <li>• Income Code Type is (R)ent</li> <li>• Payment was due in some Prior Accounting Period</li> <li>• Payment was made in the Current Accounting Period</li> </ul>
<b>Total Rental Income</b>	<b>Calculation:</b> Gross Possible Rent – Previous Paid Rent – Non-Revenue Units – Rental Concessions – Rent Write-Offs – Current Month Delinquency – Current Month Prepaid – Vacancy Loss + Net Prepaid Rent + Net Past Due Rent = Total Rental Income

**Rent Collected portion**

Field	Description
<b>Unit</b>	The Building Number, if used, and Unit Number
<b>Current Month Rent</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3)</li> <li>• Income Code Type is (R)ent</li> <li>• Payment was due in the Current Accounting Period</li> <li>• Payment was made in the Current Accounting Period</li> <li>• Transaction Header Return flag is blank</li> </ul>
<b>Past Due Rent</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3)</li> <li>• Income Code Type is (R)ent</li> <li>• Payment was due in some Prior Accounting Period</li> <li>• Payment was made in the Current Accounting Period</li> <li>• Transaction Header Return flag is blank</li> </ul>

**Rent Collected portion**

Field	Description
<b>Future Rent</b>	The sum of the Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3).</li> <li>• Income Code Type is (R)ent.</li> <li>• Payment was due in some Future Accounting Period.</li> <li>• Payment was made in the Current Accounting Period.</li> <li>• Transaction Header Return flag is blank.</li> </ul>
<b>Total Rent</b>	<b>Calculation:</b> Current Month Rent + Past Due Rent + Future Rent = Total Rent
<b>Returned Checks</b>	The sum of the Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3).</li> <li>• Income Code Type is (R)ent.</li> <li>• Payment was made in the Current Accounting Period.</li> <li>• Transaction Header Return flag is not blank.</li> </ul>
<b>Net Rent Collected</b>	<b>Calculation:</b> Total Rent – Returned Checks – Rent Refund = Net Rent Collected
<b>Rent Refunds</b>	The sum of the Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (5)</li> <li>• Income Code Type is (R)ent</li> <li>• Payment was made in the Current Accounting Period</li> </ul>
<b>Forfeits to Rent</b>	The sum of the Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (4)</li> <li>• Income Code Type is (R)ent for the Transaction Ageing Code</li> <li>• Payment was made in the Current Accounting Period</li> </ul>
<b>Total Rental Income</b>	<b>Calculation:</b> Net Rent Collected + Forfeits to Rent = Total Rental Income

**Rent Potential portion**

Field	Description
<b>Unit</b>	The Building Number (if used) & Unit Number.
<b>Market Rent</b>	The unit market or street value, which may differ from the rent amount actually billed to the resident leasing the unit.
<b>Gain/Loss to Lease</b>	<b>Calculation:</b> Market Rent – Unit Potential Rent = Gain/Loss to Lease
<b>Gross Possible Rent</b>	<b>Calculation:</b> Market Rent + Gain/Loss to Lease = Gross Possible Rent
<b>Prev Paid Rent</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3)</li> <li>• Income Code Type is (R)ent</li> <li>• Payment was due in the Current Accounting Period</li> <li>• Payment was not made in the Current Accounting Period</li> </ul>
<b>Non Rev Apt.</b>	If the Unit status is (E)mployee, (M)odel, or (O)ther, then Unit Potential Rent - Potential Billed this Month, otherwise zero.
<b>Rental Conc</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Billing or Adjustment (1, 2, or 9)</li> <li>• Income Code Type is (C)oncession</li> </ul>
<b>Rent Write-Offs</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Write-Off (8)</li> <li>• Income Code Type is (R)ent for the Transaction Ageing Code</li> <li>• Payment was due in the Current Accounting Period</li> </ul>
<b>Current Month Delinq</b>	The sum of the transaction detail amount where, if positive: <ul style="list-style-type: none"> <li>• Transaction was due in the Current Accounting Period</li> <li>• Income Code Type is (R)ent for the Transaction Ageing Code</li> <li>• If Transaction is Billing (1, 2, or 9), then Sum is increased</li> <li>• If Transaction is Payment (3), then Sum is decreased</li> </ul>

**Rent Potential portion**

Field	Description
<b>Current Month Prepaid</b>	The sum of the transaction detail amount where, if negative: <ul style="list-style-type: none"> <li>• Transaction was due in the Current Accounting Period</li> <li>• Income Code Type is (R)ent for the Transaction Ageing Code</li> <li>• If Transaction is Billing (1, 2, or 9), then Sum is increased</li> <li>• If Transaction is Payment (3), then Sum is decreased</li> </ul>
<b>Vacant Loss</b>	If the Unit status is = (N)ormal, then Unit Potential Rent - Potential Billed this Month, otherwise this amount is zero.
<b>Net Future Rent</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3)</li> <li>• Income Code Type is (R)ent</li> <li>• Payment will be due in some Future Accounting Period</li> <li>• Payment was made in the Current Accounting Period</li> </ul>
<b>Net Past Due Rent</b>	The sum of the Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3)</li> <li>• Income Code Type is (R)ent</li> <li>• Payment was due in some Prior Accounting Period</li> <li>• Payment was made in Current Accounting Period</li> </ul>
<b>Total Rental Income</b>	<b>Calculation:</b> Gross Possible Rent – Previous Paid Rent – Non-Revenue Units – Rental Concessions – Rent Write-Offs – Current Month Delinquency – Current Month Prepaid – Vacant Loss + Net Future Rent + Net Past Due Rent = Total Rental Income

**Grand Total - Rent Potential Portion**

Field	Description
<b>Market Rent</b>	The sum of the detail for all properties selected.
<b>Gain/Loss to Lease</b>	The sum of the detail for all properties selected.

**Grand Total – Rent Potential portion**

<b>Field</b>	<b>Description</b>
<b>Gross Possible Rent</b>	The sum of the detail for all properties selected.
<b>Prev Paid Rent</b>	The sum of the detail for all properties selected.
<b>Non Rev Unit</b>	The sum of the detail for all properties selected.
<b>Rental Conc</b>	The sum of the detail for all properties selected.
<b>Rent Write-Offs</b>	The sum of the detail for all properties selected.
<b>Current Month Delinq</b>	The sum of the detail for all properties selected.
<b>Vacant Loss</b>	The sum of the detail for all properties selected.
<b>Net Future Rent</b>	The sum of the detail for all properties selected.
<b>Net Past Due Rent</b>	The sum of the detail for all properties selected.
<b>Total Rental Income</b>	The sum of the detail for all properties selected.

**Rent Collected portion**

<b>Field</b>	<b>Description</b>
<b>Current Month Rent</b>	The sum of the detail for all properties selected.
<b>Past Due Rent</b>	The sum of the detail for all properties selected.
<b>Future Rent</b>	The sum of the detail for all properties selected.
<b>Total Rent</b>	The sum of the detail for all properties selected.
<b>Returned Checks</b>	The sum of the detail for all properties selected.
<b>Rent Refunds</b>	The sum of the detail for all properties selected.
<b>Net Rent Collected</b>	The sum of the detail for all properties selected.
<b>Forfeits to Rent</b>	The sum of the detail for all properties selected.
<b>Total Rental Income</b>	The sum of the detail for all properties selected.

## Accounting Reports

### Monthly Income Summary Report

This is a list by income code of all activity entered during the current accounting period. It includes General Ledger account numbers and amounts to be debited and credited for the transactions posted during the month. This report may be used to create manual journal entries if you are not interfacing with AMSI's General Ledger system.

#### Report Legends

Report legends help you identify various assorted codes used throughout eSite. To learn more about codes used in this report, review the following:

##### Transaction Types

Transaction types classify transactions into specific categories. Use the table below as a key to learn more about Transaction Types mentioned in this report.

- |   |                  |
|---|------------------|
| 1 | Recurring Charge |
| 2 | Adjustment       |
| 3 | Payment          |
| 4 | Forfeit          |
| 5 | Refund           |
| 6 | Transfer Balance |
| 7 | Non-Resident     |
| 8 | Write Off        |
| 9 | One Time Charge  |

# Understanding the Monthly Income Summary Report Calculations

Looking at report data can be confusing if you do not have a clear understanding of how the system calculates report fields. This section walks you through some of the report field calculations that users commonly question. When applicable, this section also includes tie out information.



**Note:** This topic pertains to certain sections of the report. To view the complete Monthly Income Summary Report, refer to your eSite system.

Debit		Credit		Bank		Net		Write			
Code	Acct	Acct	Description	Deposits	Returns	Deposits	Adjustment	Offs	Forfeits	Refunds	
APPFE	12024 1604	12024 4221	Application Fee	180.00	30.00-	150.00	570.00	-30.00	30.00	0.00	
APPLI	12024 1604	12024 4123	Appliance	95.00	0.00	95.00	261.77	0.00	16.77	0.00	
CLUBM	12024 1604	12024 4129	Clubhouse Misc	770.00	0.00	770.00	0.00	0.00	0.00	0.00	
CONCS	12024 1604	12024 4107	Concession	0.00	0.00	0.00	233.87-	0.00	0.00	0.00	
EMP	12024 1604	12024 5235	Employee	0.00	0.00	0.00	1,295.00-	0.00	0.00	0.00	
GARPK	12024 1604	12024 4124	Garage/Parking	125.00	0.00	125.00	412.90	0.00	62.90	0.00	
LATE	12024 1604	12024 4121	Late Fee	0.00	0.00	0.00	100.00	0.00	50.00	0.00	
LAUND	12024 1604	12024 4229	Laundry	98.56	98.56-	0.00	0.00	0.00	0.00	0.00	
MISC	12024 1604	12024 4226	Miscellaneous	18.25	0.00	18.25	0.00	0.00	0.00	0.00	
NSF	12024 1604	12024 4125	NSF Fee	0.00	0.00	0.00	50.00	0.00	25.00	0.00	
PET	12024 1604	12024 4211	Pet Premium	45.00	0.00	45.00	170.00	0.00	0.00	0.00	
PET D	12024 1608	12024 2805	Pet Deposit	400.00	0.00	400.00	400.00	0.00	105.00-	195.00	
RENT	12024 1604	12024 4100	Rent	17,378.22	8,820.00-	8,558.22	25,849.67	-673.54	320.33	350.00	
SEC	12024 1604	12024 2804	Security Deposit	350.00	0.00	350.00	350.00	0.00	400.00-	400.00	
STRGE	12024 1604	12024 4127	Storage	0.00	0.00	0.00	200.00	0.00	0.00	0.00	
VEND	12024 1604	12024 4213	Vending	450.00	0.00	450.00	0.00	0.00	0.00	0.00	
MODEL	12024 4108	12024 4100	Loss due to Model				(D) 5,956.45 **				
VAC	12024 4105	12024 4110	Loss due to Vacancy				31,988.88 **				
			Rent /Other	17,823.22	8,850.00-	8,973.22	26,085.47	-703.54	505.00	350.00	
			Security Deposit	350.00	0.00	350.00	350.00	0.00	400.00-	400.00	
			Other Deposit	400.00	0.00	400.00	400.00	0.00	105.00-	195.00	
			Vend /Misc	1,336.81	98.56-	1,238.25					
<b>Property Total</b>				19,910.03	8,948.56-	10,961.47	26,835.47	-703.54	0.00	945.00	
				(A)	(B)	(C)	(E)	(F)	(G)	(H)	

Understanding the Monthly Income Summary Report Calculations

Field	Details
<p><b>A</b> <b>Bank Deposits – Property Total</b></p>	<p>The sum of cash collected for Income Code Types: Rent, Non-Rent, Security, Other Deposit, and Misc. Income. Sum of payments (transaction type 3) for current accounting period.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Reconciliation Report, Total Actual Collections section, Collected Deposits field</li> <li>• Rent Roll Recap Report, Cash Deposited section, Total field</li> </ul>
<p><b>B</b> <b>Returns – Property Total</b></p>	<p>The sum of Returned Payments for Income Code Types: Rent, Non-Rent, Security, Other Deposit, and Misc. Income. [Sum of payments (transaction type 3) for current account period where return flag is not null].</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Rent Roll Recap Report, Security Deposits section, Returned Checks field and Checks Returned section, Rent + Misc. fields</li> <li>• Reconciliation Report, Total Actual Collections section, Returns field</li> </ul>
<p><b>C</b> <b>Net Deposits – Property Total</b></p>	<p><b>Calculation:</b> Sum of Bank Deposits – Returns</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Reconciliation Report, Total Actual Collections section, Amount field</li> <li>• Rent Roll Recap Report, Cash Deposited section, Total – (Checks Returned section, Rent + Misc.) + Security Deposits section, Returned Checks)</li> </ul>
<p><b>D</b> <b>Loss due to Employee/Model</b></p>	<p>Lost rent by Income Code.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Reconciliation Report, Lost Rent by Code section.</li> </ul>
<p><b>E</b> <b>Adjustment – Property Total</b></p>	<p>The sum of billings and adjustments (transaction types 1, 2, 6 and 9) for current accounting period.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Rent Roll Recap Report, Resident Billings section, Total Billed field</li> </ul>

Field	Details
<p style="text-align: center;"><b>F</b></p> <p><b>Write-Offs- Property Total</b></p>	<p>The sum of write-offs (transaction type 8) for the current accounting period.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Reconciliation Report, Write-Offs by Code section, Total Write-Offs field</li> </ul>
<p style="text-align: center;"><b>G</b></p> <p><b>Forfeits – Property Total</b></p>	<p>The sum of forfeits (transaction type 4) for the current accounting period.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Reconciliation Report, Forfeits by Code section, Total Forfeits field</li> <li>• Rent Roll Recap Report, Security Deposits section, Security Forfeits field</li> </ul>
<p style="text-align: center;"><b>H</b></p> <p><b>Refunds – Property Total</b></p>	<p>The sum of refunds (transaction type 5) for the current accounting period.</p> <p><b>What Does This Number Tie To?</b></p> <ul style="list-style-type: none"> <li>• Reconciliation Report, Rent Refunds by Code section, Total Rent Refunds field</li> <li>• Rent Roll Recap Report, Security Deposits section, Security Refunded field</li> </ul>

## Monthly Income Summary Report – Field Descriptions

**Note:** All transactions included are for current accounting period only.

Field	Description
<b>Code</b>	The Income Code.
<b>Debit Acct</b>	The Income Code Entity and Debit Account. If multiple entities are set up, only the first one is listed.
<b>Credit Acct</b>	The Income Code Entity and Credit Account. If multiple entities are set up, only the first one is listed.
<b>Description</b>	A description of the income code.
<b>Bank Deposits</b>	The sum of the transaction detail amount for Income Code where Transaction Type is Payment (3) or Misc. Income (7).
<b>Returns</b>	The sum of the transaction detail amount for Income Code where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3) or Misc. Income (7)</li> <li>• Return flag in transaction header is <i>not</i> null</li> </ul>
<b>Net Deposits</b>	<b>Calculation:</b> Sum of Bank Deposits – Returns
<b>Adjustments</b>	The sum of the transaction detail amount for Income Code where Transaction Type is Billing or Adjustment (1, 2, 6 or 9).
<b>Forfeits</b>	The sum of transaction detail amount for Income Code where Transaction Type is Forfeit (4).
<b>Refunds</b>	The sum of transaction detail amount for Income Code where Transaction Type is Refund (5).

### Rent/Other

Field	Description
<b>Bank Deposits</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Income Code Type is not Security, Other Deposit or Other Income</li> <li>• Transaction Type = Payment (3)</li> </ul>
<b>Returns</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Income Code Type is not Security, Other Deposit or Other Income</li> <li>• Transaction Type = Payment (3)</li> <li>• Return flag in transaction header is not null</li> </ul>

**Rent/Other**

Field	Description
<b>Net Deposits</b>	<b>Calculation:</b> Bank Deposits – Returns = Net Deposits
<b>Adjustment</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Income Code Type is not Security, Other Deposit or Other Income</li> <li>• Transaction Type is Billing or Adjustment (1, 2, 6 or 9)</li> </ul>
<b>Write-Offs</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Income Code Type is not Security, Other Deposit or Other Income</li> <li>• Transaction Type is Write-off (8)</li> </ul>
<b>Forfeits</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Income Code Type is not Security, Other Deposit or Other Income</li> <li>• Transaction Type is Forfeit (4)</li> </ul>
<b>Refunds</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Income Code Type is Income Code Type is not Security, Other Deposit or Other Income</li> <li>• Transaction Type is Refund (5)</li> </ul>

**Security Deposit**

Field	Description
<b>Bank Deposits</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Income Code Type is (S)ecurity subject to minimum</li> <li>• Transaction Type is Payment (3)</li> </ul>
<b>Returns</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Income Code Type is (S)ecurity subject to minimum</li> <li>• Transaction Type = Payment (3)</li> <li>• Return flag in transaction header is not null</li> </ul>
<b>Net Deposits</b>	<b>Calculation:</b> Bank Deposits – Returns

**Security Deposit**

Field	Description
<b>Adjustment</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Income Code Type is (S)ecurity subject to minimum</li> <li>• Transaction Type is Billing or Adjustment (1, 2, 6 or 9)</li> </ul>
<b>Write-Offs</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Income Code Type is (S)ecurity subject to minimum</li> <li>• Transaction Type is Write-off (8)</li> </ul>
<b>Forfeits</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Income Code Type is (S)ecurity subject to minimum</li> <li>• Transaction Type is Forfeit (4)</li> </ul>
<b>Refunds</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Income Code Type is (S)ecurity subject to minimum</li> <li>• Transaction Type is Refund (5)</li> </ul>

**Other Deposit**

Field	Description
<b>Bank Deposits</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Income Code Type is Other (D)eposits</li> <li>• Transaction Type is Payment (3)</li> </ul>
<b>Returns</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Income Code Type is Other (D)eposits</li> <li>• Transaction Type is Payment (3) or Misc Income (7)</li> <li>• Return flag in transaction header is not null</li> </ul>
<b>Net Deposits</b>	<b>Calculation:</b> Bank Deposits – Returns
<b>Adjustment</b>	The sum of the transaction detail amount: <ul style="list-style-type: none"> <li>• Income Code Type is Other (D)eposits</li> <li>• Transaction Type is Billing or Adjustment (1, 2, or 9)</li> </ul>

**Other Deposit**

Field	Description
<b>Write-Offs</b>	The sum of the transaction detail amount: <ul style="list-style-type: none"> <li>Income Code Type is Other (D)eposits</li> <li>Transaction Type is Write-off (8)</li> </ul>
<b>Forfeits</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>Income Code Type is Other (D)eposits</li> <li>Transaction Type is Forfeit (4)</li> </ul>
<b>Refunds</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>Income Code Type is Other (D)eposits</li> <li>Transaction Type is Refund (5)</li> </ul>

**Vend/Misc**

Field	Description
<b>Bank Deposits</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>Income Code Type is (O)ther Misc. Income</li> <li>Transaction Type Misc. Income (7)</li> </ul>
<b>Returns</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>Income Code Type is (O)ther Misc. Income</li> <li>Transaction Type Misc Income (7)</li> <li>Return flag in transaction header is not null</li> </ul>
<b>Net Deposits</b>	<b>Calculation:</b> Bank Deposits less Returns

**Lost Rent**

Field	Description
<b>Loss due to (code description)</b>	This field lists lost rent amounts by income code. The amount is excluded from the Property Total amount.

**Property Total**

<b>Field</b>	<b>Description</b>
<b>Bank Deposits</b>	The sum of the transaction detail amount where the Transaction Type is Payment (3) or Misc. Income (7)
<b>Returns</b>	The sum of the transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3) or Misc income (7)</li> <li>• Return flag in Transaction Header is not null</li> </ul>
<b>Net Deposit</b>	<b>Calculation:</b> Bank Deposits – Returns
<b>Adjustments</b>	The sum of the transaction detail amount where the transaction type is Billing or Adjustment (1,2, 6 or 9)
<b>Write – Offs</b>	The sum of the transaction detail amount where the Transaction Type is Write-Off (8)
<b>Forfeits</b>	The sum of the transaction detail amount where the Transaction Type is Forfeit (4)
<b>Refunds</b>	The sum of the transaction detail amount where the transaction type is Refund (5)

## Accounting Reports

### Ledger Summary Report

This report prints a reconciled month-to-date summary list of all activities entered during the current accounting period and provides an optional recap list sorted by Income Code at the end of the report.

#### Selection Criteria

- **Recap by Income Code:** Select this option to print a recap of all charges and collections sorted by income code at the end of this report.

#### Sort Order

The report detail is sorted by the selected property; by resident, and by transaction detail Income Codes. The recap section is sorted by Income Codes for the selected property.

#### Totals & Sub-Totals

This report shows three lines of totals per resident; Non-Security (Total Rent), Security 1 (Deposit) and Security 2 (Deposit). Additionally, totals are listed by property. Grand totals are included if more than one property is selected when the report is generated.

#### Notes

Security is tracked separately and displayed as two lines of resident totals. It is not displayed by income code at the resident level.

#### Report Legends

Report legends help you identify various assorted codes used throughout eSite. To learn more about codes used in this report, review the following:

##### Transaction Types

Transaction types classify transactions into specific categories. Use the table below as a key to learn more about Transaction Types mentioned in this report.

1	Recurring Charge
2	Adjustment
3	Payment
4	Forfeit
5	Refund
6	Transfer Balance
7	Non-Resident
8	Write Off
9	One Time Charge

# Ledger Summary Report – Sample



**Note:** This topic pertains to certain sections of the report. To view the complete Ledger Summary Report, see your eSite system.

## Sample – Detail

SSI517  
 12024  
 Select: 05/27/04  
 50 Units, 50,510 Sq. Ft.

**Ledger Summary**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 27, 2004**

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Unit	Beginning Balance	New Charges	Adjust-ments	Code	Description	Received	Non Revenue	Forfeits /Refunds	Ending Balance
01 - 101 Dr Chaim Rosenweig (Current)									
	0.00	20.00	0.00	APPLI	Appliance	20.00	0.00	0.00	0.00
	0.00	50.00	0.00	GARPK	Garage/Parking	50.00	0.00	0.00	0.00
	0.00	1,245.00	0.00	RENT	Rent	1,520.00	0.00	350.00	*
	*	75.00-	0.00	CONCS	Concession	0.00	0.00	0.00	0.00
	0.00	1,240.00	0.00		<b>Total Rent</b>	1,590.00	0.00	350.00-	0.00
	0.00	0.00	0.00		<b>Deposit</b>	0.00	0.00	0.00	0.00
	0.00	0.00	0.00		<b>Deposit</b>	0.00	0.00	0.00	0.00
									0.00
01 - 102 Abdullah Smith (Previous)									
	20.00	0.00	0.00	MTM	MTM Premium	0.00	0.00	0.00	20.00
	164.67	0.00	0.00	RENT	Rent	0.00	0.00	0.00	164.67
	184.67	0.00	0.00		<b>Total Rent</b>	0.00	0.00	0.00	184.67
	0.00	0.00	0.00		<b>Deposit</b>	0.00	0.00	0.00	0.00
	0.00	0.00	0.00		<b>Deposit</b>	0.00	0.00	0.00	0.00
									184.67

Sample – Income Code Recap

SSI517  
 12024  
 Select: 05/27/04  
 50 Units, 50,510 Sq. Ft.

**Ledger Summary**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 27, 2004**

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Unit	Beginning Balance	New Charges	Adjust-ments	Code	Description	Received	Non Revenue	Forfeits /Refunds	Ending Balance
<b><u>Income Code Recap</u></b>									
	30.00	570.00	30.00-	APPFE	Application Fee	150.00	0.00	0.00	*
	*	0.00	0.00	PET D	Pet Deposit	0.00	0.00	30.00	390.00
	0.00	261.77	0.00	APPLI	Appliance	95.00	0.00	0.00	*
	*	0.00	0.00	SEC	Security Deposit	0.00	0.00	16.77	150.00
	0.00	412.90	0.00	GARPK	Garage/Parking	125.00	0.00	0.00	*
	*	0.00	0.00	SEC	Security Deposit	0.00	0.00	62.90	225.00
	0.00	100.00	0.00	LATE	Late Fee	0.00	0.00	0.00	*
	*	0.00	0.00	PET D	Pet Deposit	0.00	0.00	50.00	50.00
	20.00	0.00	0.00	MTM	MTM Premium	0.00	0.00	0.00	20.00
	0.00	50.00	0.00	NSF	NSF Fee	0.00	0.00	0.00	*
	*	0.00	0.00	PET D	Pet Deposit	0.00	0.00	25.00	25.00
	0.00	170.00	0.00	PET	Pet Premium	45.00	0.00	0.00	125.00
	0.00	400.00	0.00	PET D	Pet Deposit	400.00	0.00	195.00	0.00

## Ledger Summary Report – Field Descriptions

Per Resident

Field	Details
<b>Apt.</b>	The Building Number (if used) & Unit Number, and also the name of the Primary Resident & Resident Status.
<b>Beginning Balance</b>	<b>Calculation:</b> Ending Balance – New Charges – Adjustments + Received + Forfeits + Refunds = Beginning Balance. An * indicates this line is a continuation from the prior line, in other words that the transactions listed for the income code on this line applied against the income code on a previous line.
<b>New Charges</b>	The sum of the transaction detail amount for Income Code where: <ul style="list-style-type: none"> <li>• Income Code Receivable flag is set to Y</li> <li>• Transaction Type is Billing (1 or 9)</li> </ul>
<b>Adjustments</b>	The sum of the transaction detail amount for Income Code where: <ul style="list-style-type: none"> <li>• Income Code Receivable flag is set to Y</li> <li>• Transaction Type is Adjustment (2), Balance Transfer (6) or Write-off (8)</li> </ul>
<b>Code</b>	The Income Code.
<b>Description</b>	A description of the Income Code.
<b>Received</b>	The sum of the transaction detail amount for Income Code where Transaction Type is Payment (3)
<b>Non Revenue</b>	The sum of the transaction detail amount for Income Code where: <ul style="list-style-type: none"> <li>• Income Code Receivable flag is set to N</li> <li>• Transaction Type is Billing or Adjustment (1, 2, or 9)</li> </ul>
<b>Forfeits/ Refunds</b>	The sum of the transaction detail amount for Income Code where Transaction Type is Forfeit or Refund (4 or 5)
<b>Ending Balance</b>	The sum of the Open Item Balance due for Income Code. An * indicates that there are continuation lines for this income code – in other words that there are transactions for additional income codes which apply to this income code. The ending balance for the code is on a subsequent line.
<b>Total Rent</b>	Totals for Income Codes of a type other than Security and Other Deposit.
<b>Deposit</b>	Totals for Security and for Other Deposit.

**Property Total**

Field	Description
<b>Beginning Balance</b>	The sum of the detail for Beginning Balance.
<b>New Charges</b>	The sum of the detail for New Charges.
<b>Adjustments</b>	The sum of the detail for Adjustments.
<b>Received</b>	The sum of the detail for Received.
<b>Non Revenue</b>	The sum of the detail for Non Revenue.
<b>Forfeits</b>	The sum of the detail for Forfeits.
<b>Refunds</b>	The sum of the detail for Refunds.
<b>Ending Balance</b>	The sum of the detail for Ending Balances.

**Income Code Recap**

This is a summary of the detail information for each Income Code encountered while printing the report for a property.

Field	Description
<b>Beginning Balance</b>	<b>Calculation:</b> Ending Balance – New Charges – Adjustments + Received + Forfeits + Refunds. An * indicates this is a continuation line – in other words, that transactions to this income code applied to a prior income code.
<b>New Charges</b>	The sum of the transaction detail amount for Income Code where: <ul style="list-style-type: none"> <li>• Income Code Receivable flag is set to Y</li> <li>• Transaction Type is Billing (1 or 9)</li> </ul>
<b>Adjustments</b>	The sum of the transaction detail amount for Income Code where: <ul style="list-style-type: none"> <li>• Income Code Receivable flag is set to Y</li> <li>• Transaction Type is Adjustment (2), Balance Transfer (6) or Write-off (8)</li> </ul>
<b>Code</b>	The Income Code <b>Example:</b> App
<b>Description</b>	A description of the Income Code. <b>Example:</b> Application Fee

**Income Code Recap**

<b>Field</b>	<b>Description</b>
<b>Received</b>	The sum of the transaction detail amount for Income Code where the Transaction Type is Payment (3)
<b>Non Revenue</b>	The sum of the transaction detail amount for Income Code where: <ul style="list-style-type: none"> <li>• Income Code Receivable flag is set to N</li> <li>• Transaction Type is Billing or Adjustment (1, 2, or 9)</li> </ul>
<b>Forfeits/ Refunds</b>	The sum of the transaction detail amount for Income Code where the Transaction Type is Forfeit or Refund (4 or 5)
<b>Ending Balance</b>	The sum of the Open Item Balance due for Income Code. An * indicates there are continuation lines, in other words that there are transactions for other income codes which apply to this income code, the ending balance appears on a subsequent line.
<b>Total</b>	The sum of the detail.

# Audit Reports

## Resident History Report

**Resident History Report** displays ledger activity that occurred during a specified date range, can be generated for a select resident or group of residents and can be sorted by various methods.

### Selection Criteria

- From Date
- From Building
- From Apt
- Activity to include
- Summarize Payments by Check
- Separate Page per Resident
- Include Applicants
- Include Cancelled Applicants
- Select Report Style
- Thru Date
- To Building
- To Apt
- Sort by
- Summarize Payments by Invoice
- Include Current Residents
- Include Wait List Applicants
- Include Previous Residents

### Totals & Sub-Totals

Totals are listed by resident and by property. Grand Total are included if more than one property is selected when the report is generated.



### Notes

- This report can be generated in two different formats that are mutually exclusive. You indicate the format to use when you select the activity to include, Rent/Other Activity or Security Deposit Activity.
- If you choose to summarize payments by check, then all Transaction detail for Payments (3) is summed and printed on one line with a “blank” income code.
- If you choose to summarize payments by invoice, then all Transaction detail for Billings (1 or 9) are summed and printed on one line with a “blank” income code.

### Report Legends

Report legends help you identify various assorted codes used throughout eSite. To learn more about codes used in this report, review the following:

**Resident Statuses:** identify the state of a lease on a given date. These are system-calculated based on the date and the associated lease dates.

- A** Applicant
- C** Current

<b>F</b>	For Sale
<b>I</b>	Transfer In
<b>L</b>	Leased
<b>N</b>	Notice
<b>P</b>	Previous
<b>R</b>	Resale Pending
<b>T</b>	Transfer
<b>V</b>	Approve
<b>X</b>	Cancel
<b>1</b>	Resale Applicant
<b>2</b>	Resale Approved
<b>3</b>	Resale Leased

### **Transaction Types**

Transaction Types classify transactions into specific categories. Use the table below as a key to learn more about Transaction Types mentioned in this report.

<b>1</b>	Recurring Charge
<b>2</b>	Adjustment
<b>3</b>	Payment
<b>4</b>	Forfeit
<b>5</b>	Refund
<b>6</b>	Transfer Balance
<b>7</b>	Non-Resident
<b>8</b>	Write Off
<b>9</b>	One Time Charge

**Source Codes**

Source Codes identify which process creates each transaction.

<b>MI</b>	Move In
<b>MO</b>	Move Out
<b>PA</b>	Payments & Adjustments
<b>RC</b>	Recurring Charges
<b>LC</b>	Late Charges
<b>BA</b>	Billing/Adjustment
<b>AI</b>	ASCII Imports
<b>BP</b>	Bulk Payments
<b>TO</b>	Transfer out of old unit
<b>TI</b>	Transfer into unit
<b>BG</b>	Beginning Balances
<b>WO</b>	Write Off
<b>RF</b>	Refund & Forfeit
<b>BB</b>	Bulk Billings
<b>RT</b>	Returned Items
<b>SI</b>	Security Deposit Interest
<b>AO</b>	Apply Open Credits
<b>MV</b>	Misc. & Vending Income

# Resident History Report – Sample



**Note:** This topic pertains to certain sections of the report. To view the complete Resident History Report, see your eSite system.

## Sample - Detail

SSI440  
12024  
Select: 05/27/04  
50 Units, 50,510 Sq. Ft.

**Resident History Report (From 01/01/1970 Thru 05/27/2004)**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 27, 2004**

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Tran.Date	Date Of Record	Due Date	SC Desc.	Invoice	Code	Billings	Adjust.	Non-Rec. Adjust.	Payments Ret	Reference	Refunds	Forfeits To	Write-Offs	Balance
01-101			Dr Rosenweig, Chain											
Status:			Current											
Beginning Balance:			0.00											
08/09/03	08/09/03	08/09/03	MI Fees & Security	S000000012	APPFE	30.00								30.00
08/09/03	08/09/03	08/09/03	MI Fees & Security	S000000012	SEC	400.00								430.00
08/09/03	08/09/03	08/09/03	BP Bulk Payments	S000000012	SEC				\$400.00-	123				30.00
08/09/03	08/09/03	08/09/03	BP Bulk Payments	S000000012	APPFE				\$30.00-	123				0.00
08/15/03	08/15/03	08/15/03	BA Move In Prorates	S000000015	RENT	682.74								682.74
08/15/03	08/15/03	08/15/03	BA Move In Prorates	S000000015	APPLI	10.97								693.71
08/15/03	08/15/03	08/15/03	BA Move In Prorates	S000000015	GARPK	27.42								721.13
08/15/03	08/15/03	08/15/03	BA Move In Prorates	S000000015	CONCS	41.13								762.26
08/15/03	08/15/03	08/15/03	PA Correct Concession	S000000016	CONCS	150.00-								612.26
08/15/03	08/15/03	08/15/03	PA Apply Concession	S000000015	RENT				\$150.00-	RWhitney				462.26
08/15/03	08/15/03	08/15/03	PA Apply Concession	S000000016	RENT				\$150.00	RWhitney				612.26
08/15/03	08/15/03	08/15/03	BP Bulk Payments	S000000015	APPLI				\$10.97-	201				601.29
08/15/03	08/15/03	08/15/03	BP Bulk Payments	S000000015	GARPK				\$27.42-	201				573.87
08/15/03	08/15/03	08/15/03	BP Bulk Payments	S000000015	RENT				\$573.87-	201				0.00
09/01/03	09/01/03	09/01/03	RC Recurring Charges Update	S000000032	RENT	1,245.00								1,245.00
09/01/03	09/01/03	09/01/03	RC Recurring Charges Update	S000000032	APPLI	20.00								1,265.00
09/01/03	09/01/03	09/01/03	RC Recurring Charges Update	S000000032	GARPK	50.00								1,315.00
09/01/03	09/01/03	09/01/03	RC Recurring Charges Update	S000000032	CONCS	75.00-								1,240.00
09/01/03	09/01/03	09/01/03	BP Bulk Payments	S000000032	APPLI				\$20.00-	101				1,220.00
09/01/03	09/01/03	09/01/03	BP Bulk Payments	S000000032	GARPK				\$50.00-	101				1,170.00
09/01/03	09/01/03	09/01/03	BP Bulk Payments	S000000032	RENT				\$1,170.00-	101				0.00
10/01/03	10/01/03	10/01/03	RC Recurring Charges Update	S000000060	RENT	1,245.00								1,245.00
10/01/03	10/01/03	10/01/03	RC Recurring Charges Update	S000000060	GARPK	50.00								1,295.00
10/01/03	10/01/03	10/01/03	RC Recurring Charges Update	S000000060	APPLI	20.00								1,315.00
10/01/03	10/01/03	10/01/03	RC Recurring Charges Update	S000000060	CONCS	75.00-								1,240.00
11/01/03	11/01/03	11/01/03	RC Recurring Charges Update	S000000077	RENT	1,245.00								2,485.00

Sample - Totals

SSI440  
12024  
Select: 05/27/04  
50 Units, 50,510 Sq. Ft.

**Resident History Report (From 01/01/1970 Thru 05/27/2004)**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 27, 2004**

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Tran.Date	Date Of Record	Due Date	SC	Desc.	Invoice	Code	Billings	Adjust.	Non-Rec. Adjust.	Payments Ret	Reference	Refunds	Forfeits To	Write-Offs	Balance
05-505				Barrett, J.J.											
Status:				Applicant											
Beginning Balance:				30.00											
05/27/04	05/27/04	05/26/04	PA	Payment	S000000206	APPFE				\$30.00-	8405				0.00
05/27/04	05/27/04	05/26/04	PA	Payment	S000000220	PET D	100.00								100.00
05/27/04	05/27/04	05/26/04	PA	Payment	S000000220	PET D				\$100.00-	8405				0.00
05/27/04	05/27/04	05/26/04	PA	Payment	S000000220	SEC	100.00								100.00
05/27/04	05/27/04	05/26/04	PA	Payment	S000000220	SEC				\$100.00-	8405				0.00
Resident Total				Security On Hand	100.00		230.00	0.00	0.00	230.00-		0.00	0.00	0.00	0.00
				Pet On Hand	100.00					0.00	RETURNS				
Property Totals				Security On Hand	10,150.00		214,646.92	0.00	0.00	207,638.21-		545.00	105.00	0.00	16,103.71
				Pet On Hand	100.00					8,850.00	RETURNS				
Grand Totals				Security On Hand	10,150.00		214,646.92	0.00	0.00	207,638.21-		545.00	105.00	0.00	16,103.71
				Pet On Hand	100.00					8,850.00	RETURNS				

## Resident History Report - Field Descriptions

Field	Description
<b>Resident Info</b>	The Building Number (if used) & Unit Number, and also the name of the Primary Resident & Resident Status.
<b>Beginning Balance</b>	Calculated by taking current ending balance and backing out all activity after the From selection.
<b>Tran. Date</b>	The date the transaction was entered into the system, normally the Log in date
<b>Date of Record</b>	Every ledger transaction is assigned a date, the Date of Record, which is associated with an accounting period through the accounting period tables. For a transaction to post, this accounting period must be active or the log on date must fall for the grace period as defined by your Global Policy settings. For most transactions the Date of Record will equal the Transaction Date.
<b>Due Date</b>	For a charge, this is the due date of the charge. For a payment, this is the due date of the charge on which the payment paid; if this is a prepayment then there is no due date.
<b>SC</b>	The Source Code. The system uses it to identify which process is the source of each transaction. <b>Example:</b> MI
<b>Desc.</b>	Description of the transaction as entered by the user.
<b>Invoice</b>	The invoice number of the charge. For a payment, it is the actual invoice number of the charge paid; for a prepayment, the invoice number is 0.
<b>Code</b>	The Income Code of the transaction.
<b>Billings</b>	The transaction amount, where Transaction Detail type is Recurring Charge (1), One Time Charge (9) and the Receivable flag is Y.
<b>Adjust.</b>	The transaction amount where Transaction detail type is 2 or 6 and Transaction detail Receivable flag is set to Y.
<b>Non-Rec. Adjust.</b>	The transaction amount where Transaction detail type is 1, 2 or 9 and Transaction detail Receivable flag is set to N.
<b>Payments</b>	The transaction amount where Transaction detail type = 3 (may be printed with reversed sign depending on policy Display payments as credits).
<b>Ret.</b>	The return flag.
<b>Reference</b>	The Reference or Check number.
<b>Refunds</b>	The transaction amount, where Transaction detail type = 5.
<b>Forfeits</b>	The transaction amount, where Transaction detail type = 4.

Field	Description
<b>To</b>	The transaction Aging code, if Transaction detail type = 4; otherwise it is left blank.
<b>Write-Offs</b>	The transaction amount, where Transaction Detail type = 8.
<b>Balance</b>	The running receivable balance.

**Resident Total**

Field	Description
<b>Security on Hand</b>	Sec1 on hand from the lease table.
<b>Other Deposit on Hand</b>	Sec2 on hand from the lease table.
<b>Billings</b>	The sum of the detail for Billings.
<b>Adjust.</b>	The sum of the detail for Adjustments.
<b>Non-Rec. Adjust.</b>	The sum of the detail for Non-Recurring Adjustments.
<b>Payments</b>	The sum of the detail for Payments, excluding returned items.
<b>Ret.</b>	The sum of the detail for returned items.
<b>Refunds</b>	The sum of the detail for Refunds.
<b>Forfeits</b>	The sum of the detail for Forfeits.
<b>Write-Offs</b>	The sum of the detail for Write-Offs.
<b>Balance</b>	The running receivable Balance at Thru date.

**Property Total**

<b>Field</b>	<b>Description</b>
<b>Security on Hand</b>	The sum of the detail for Security on Hand.
<b>Other Deposit on Hand</b>	The sum of the detail for Other Deposit on Hand.
<b>Billings</b>	The sum of the detail for Billings.
<b>Adjust.</b>	The sum of the detail for Adjustments.
<b>Non-Rec. Adjust.</b>	The sum of the detail for Non-Recurring Adjustments.
<b>Payments</b>	The sum of the detail for Payments, excluding returned items.
<b>Ret.</b>	The sum of the detail for returned items.
<b>Refunds</b>	The sum of the detail for Refunds.
<b>Forfeits</b>	The sum of the detail for Forfeits.
<b>Write-Offs</b>	The sum of the detail for Write-Offs.
<b>Balance</b>	The running receivable balance at Thru date.

**Grand Total**

<b>Field</b>	<b>Description</b>
<b>Security on Hand</b>	The sum of the detail for Security on Hand.
<b>Other Deposit on Hand</b>	The sum of the detail for Other Deposit on Hand.
<b>Billings</b>	The sum of the detail for Billings.
<b>Adjust.</b>	The sum of the detail for Adjustments.
<b>Non-Rec. Adjust.</b>	The sum of the detail for Non-Recurring Adjustments.
<b>Payments</b>	The sum of the detail for Payments, excluding returned items.

**Grand Total**

<b>Field</b>	<b>Description</b>
<b>Ret.</b>	The sum of the detail for returned items.
<b>Refunds</b>	The sum of the detail for Refunds.
<b>Forfeits To</b>	The sum of the detail for Forfeits.
<b>Write-Offs</b>	The sum of the detail for Write-Offs.
<b>Balance</b>	The running receivable balance at Thru date.

**Security History**

<b>Field</b>	<b>Description</b>
<b>Resident Info</b>	The Building Number (if used) & Unit Number, and also the name of the Primary Resident & Resident Status.
<b>Beginning Balance</b>	Calculated by taking current ending balance and backing out all activity after the From selection.
<b>Tran. Date</b>	The date the transaction was entered into the system, normally the Log in date.
<b>Date of Record</b>	The Date of Record. Every ledger transaction is assigned a date, the Date of Record, which is associated with an accounting period through the accounting period tables. For a transaction to post, this accounting period must be active or the log on date must fall for the grace period as defined by your Global Policy settings. For most transactions the Date of Record will equal the Transaction Date.
<b>Due Date</b>	For a charge, this is the due date of the charge. For a payment this is the due date of the charge that the payment paid, if this is a prepayment then there is no due date.
<b>SC</b>	The Source Code. The system uses it to identify the source of the process for each transaction. <b>Example:</b> MI
<b>Desc.</b>	A description of the transaction, as entered by the user.
<b>Invoice</b>	The invoice number of the charge. For a payment, it is the actual invoice number of the charge paid; for a prepayment, the invoice number is 0.
<b>Code</b>	The Income Code of the transaction.
<b>Billings &amp; Adjust</b>	The transaction amount where Transaction Detail type is Recurring Charge (1), One Time Charge (9), Adjustment (2), or Balance Transfer (6).

**Security History**

<b>Field</b>	<b>Description</b>
<b>Payments</b>	The transaction amount where Transaction detail type = 3. This may be as a negative value, depending on policy. Some display payments as credits.
<b>Ret.</b>	The return flag.
<b>Reference</b>	The Reference or Check number.
<b>Refunds</b>	The transaction amount where Transaction Detail type = 5.
<b>Forfeits</b>	The transaction amount where Transaction Detail type = 4.
<b>To</b>	The Transaction Aging Code if Transaction Detail type = 4; otherwise it is blank.
<b>Security on Hand</b>	The Running Sec 1 on Hand balance.
<b>Other Deposit on Hand</b>	The Running Other Deposit on hand balance.
<b>Security Interest</b>	The Running SDI accrued 1 balance.
<b>Other Deposit Interest</b>	The Running SDI accrued 2 balances.

**Resident Total**

<b>Field</b>	<b>Description</b>
<b>Billings &amp; Adjust.</b>	The sum of the detail for Billings & Adjustments.
<b>Payments</b>	The sum of the detail for Payments, excluding returned items.
<b>Refunds</b>	The sum of the detail for Refunds.
<b>Forfeits</b>	The sum of the detail for Forfeits.
<b>Security on Hand</b>	The Running Sec 1 on Hand balance at Thru date.
<b>Other Deposit on Hand</b>	The Running Other Deposit on Hand balance at Thru date.
<b>Security Interest</b>	The Running SDI Accrued 1 balance at Thru date.
<b>Other Deposit Interest</b>	The Running SDI Accrued 2 balance at Thru date.

**Property Total**

<b>Field</b>	<b>Description</b>
<b>Billings &amp; Adjust.</b>	The sum of the detail for Billings & Adjustments.
<b>Payments</b>	Sum of the detail for Payments, excluding returned items.
<b>Refunds</b>	Sum of the detail for Refunds.
<b>Forfeits</b>	Sum of the detail for Forfeits.
<b>Security on Hand</b>	The Running Sec 1 on Hand balance at Thru date.
<b>Other Deposit on Hand</b>	The Running Other Deposit on Hand balance at Thru date.
<b>Security Interest</b>	The Running SDI Accrued 1 balance at Thru date.
<b>Other Deposit Interest</b>	The Running SDI Accrued 2 balance at Thru date.

## Audit Reports

### Lost Rent Report

This report lists units for a property that has accumulated lost rent amounts due to vacancy or rental concessions.

#### Policies

The Property Policy, (View, Journal & Calculation tab) **Method to calculate Lost Rent**, affects the lost rent calculations in this report.

#### Restrictions

Units with a Wait List (W) or Construction (C) status do not accumulate lost rent and are not shown on the report.

#### Sort Order

Items in this report are sorted by Unit and selected property.

#### Totals & Sub-Totals

Totals are listed by property. Grand Totals are included if more than one property is selected when the report is generated.



#### Notes

- **Allocated Lost Rent** is calculated as Sum of all Billing or Adjustment (1, 2, or 9) transactions that are due in the Current Accounting Period where the Potential flag is set to Y and the Receivable flag is set to N.
- **Unallocated Lost Rent** is calculated as follows:
  - a) If the Property Policy, **Method to calculate Lost Rent**, is set to Fixed Potential, then Unallocated Lost Rent = Unit Lost Rent – Allocated Lost Rent
  - b) If the Property Policy, **Method to calculate Lost Rent**, is set to Floating Potential, then:
    - Find Unit Potential Rent
    - If unit is vacant, then Unit Potential Rent = Unit Market Rent
    - If unit is not vacant, then Unit Potential Rent = Sum of all active recurring charges (converted to monthly basis if necessary) for all residents with a Current status and where the Income Code Potential flag is set to Y.
    - Find Potential Billed
    - Potential Billed = Sum of all Billing or Adjustment (1, 2, or 9) transactions which are due in the Current Accounting Period where the Income Code Potential flag is set to Y.
    - Unallocated Lost Rent = Unit Potential Rent – Potential Billed

- **Prior Vacancy** is calculated as follows: Sum of all Billing or Adjustment (1, 2, or 9) transactions that were created in the Current Accounting Period but were due in a prior Accounting Period, and where the Income Code Potential flag is set to Y.
  - a) **If the Property Policy, Method to calculate Lost Rent is set to Days Vacant at Market then**
    - Determine number of days the unit has been / will be vacant in the current accounting period. No adjustment is made for expected move ins/move outs; only actual activity is processed.
    - Unallocated Lost Rent = Days Vacant \* Market Rent / days in current accounting period.
  - b) **If the Property Policy, Method to calculate Lost Rent is set to Days Vacant at Last Rent then**
    - For each time period the unit is vacant during the accounting period
      - Determine number of days unit was / will be vacant. Adjustments are not processed for expected move ins or move outs, only for actual activity.
      - Determine unit potential rent of prior resident; if no prior resident is found then market rent is used.
      - Partial Vacancy = Days Vacant \* unit potential rent / days in current accounting period.
    - Unallocated Lost Rent = sum of Partial Vacancy

## Report Legends

These help you identify various assorted codes used throughout eSite. To learn more about codes used in this report, review the following:

### Unit Occupancy Statuses

Identify the occupancy state of a unit on a given date. These are system-calculated based on the date and the status of the associated leases on that date.

- CA** Construction Available
- CL** Construction Leased
- CP** Construction Pending
- NA** On Notice Available
- NL** On Notice Leased
- NP** On Notice Pending
- OC** Occupied
- VA** Vacant Available
- VL** Vacant Leased
- VP** Vacant Pending

**Unit Statuses**

Unit Statuses are user-maintained. They classify units into normal or special statuses. For instance, a unit that is classified as a Model or Employee unit would be considered a special status.

- C** Construction
- D** Down
- E** Employee
- M** Model
- N** Normal
- O** Other
- W** Wait List

# Lost Rent Report – Sample



**Note:** This topic pertains to certain sections of the report. To view the complete Lost Rent Report, see your eSite system.

## Sample - Detail

SSI450  
12024  
Select: 05/27/04  
50 Units, 50,510 Sq. Ft.

**Lost Rent Report**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 27, 2004**

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Unit	Type	Unit Status	Market Rent	Vacancy	Employee	Model	Other	Prior Month Adjust	Total Lost Rent	Concession	Total With Concession
01 - 101	11CA	OC	1,245.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00-	75.00-
	DT1										
01 - 102	11CA	OC	1,235.00	806.45	0.00	0.00	0.00	0.00	806.45	0.00	806.45
	DT1										
01 - 104	11CA	OC	1,320.00	0.00	0.00	1,006.45	0.00	0.00	1,006.45	0.00	1,006.45
	DT1										
01 - 106	11CA	VA	1,325.00	1,325.00	0.00	0.00	0.00	0.00	1,325.00	0.00	1,325.00
	DT1										
01 - 107	11CA	VP	1,295.00	1,295.00	0.00	0.00	0.00	0.00	1,295.00	0.00	1,295.00
	DT1										
01 - 108	11CA	VA	1,285.00	207.26	0.00	0.00	0.00	0.00	207.26	83.87-	123.39
	DT1										
01 - 109	11CA	OC	1,295.00	0.00	0.00	0.00	0.00	0.00	0.00	1,295.00-	1,295.00-
	DT1										
01 - 110	11CA	VA	1,280.00	289.03	0.00	0.00	0.00	0.00	289.03	0.00	289.03
	DT1										
02 - 201	22CB	OC	1,440.00	0.00	0.00	0.00	0.00	450.00	0.00	0.00	0.00
	DT1										

Sample – Totals

SSI450  
 12024  
 Select: 05/27/04  
 50 Units, 50,510 Sq. Ft.

**Lost Rent Report**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 27, 2004**

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 13:39

Unit	Type	Unit Status	Market Rent	Vacancy	Employee	Model	Other	Prior Month Adjust	Total Lost Rent	Concession	Total With Concession
04 - 408	DA2 32CCT	VL	1,650.00	1,650.00	0.00	0.00	0.00	0.00	1,650.00	0.00	1,650.00
04 - 409	DA2 32CCT	VA	1,650.00	1,650.00	0.00	0.00	0.00	0.00	1,650.00	0.00	1,650.00
04 - 410	DA2 32CCT	OC	1,650.00	0.00	0.00	1,650.00	0.00	0.00	1,650.00	0.00	1,650.00
05 - 501	DA2 11CA	VA	1,260.00	1,260.00	0.00	0.00	0.00	0.00	1,260.00	0.00	1,260.00
05 - 502	DT1 11CA	VA	1,260.00	1,260.00	0.00	0.00	0.00	0.00	1,260.00	0.00	1,260.00
05 - 503	DT1 11CA	VA	1,260.00	1,260.00	0.00	0.00	0.00	0.00	1,260.00	0.00	1,260.00
05 - 508	DT1 32CCT	VA	1,650.00	0.00	0.00	1,650.00	0.00	0.00	1,650.00	0.00	1,650.00
<b>Total:</b>			48,660.00	31,988.88	0.00	5,956.45	0.00	450.00	37,945.33	1,528.87-	36,416.46
<b>Grand Total:</b>			48,660.00	31,988.88	0.00	5,956.45	0.00	450.00	37,945.33	1,528.87-	36,416.46

## Lost Rent Report – Field Descriptions

Field	Description
<b>Unit</b>	The Building Number (if used) & Unit Number, and also the name of the Primary Resident & Resident Status.
<b>Type</b>	The unit type.
<b>Unit Status</b>	The Unit Status. Occupancy Statuses identify the occupancy state of a unit on a given date. These are system-calculated based on the date and the status of the associated leases on that date.
<b>Market Rent</b>	Unit Market Rent.
<b>Vacancy</b>	The sum of: Unallocated Lost Rent for units where Lost Rent Income Code type = Vacancy + Allocated Lost Rent to Income Codes where Income Code type = Vacancy
<b>Employee</b>	The sum of: Unallocated Lost Rent for units where Lost Rent Income Code type is (E)mployee + Allocated Lost Rent to Income Codes where Income Code type is (E)mployee
<b>Model</b>	The sum of: Unallocated Lost Rent for units where Lost Rent Income Code type is (M)odel + Allocated Lost Rent to Income Codes where Income Code type is (M)odel
<b>Other</b>	The sum of: Unallocated Lost Rent for units where Lost Rent Income Code type is anything other than Vacancy, (E)mployee, or (M)odel + Allocated Lost Rent to Income Codes where Income Code type is anything other than Vacancy, (E)mployee or ,(M)odel
<b>Prior Month Adjust</b>	Prior Vacancy*
<b>Total Lost Rent</b>	<b>Calculation:</b> Vacancy + Employee + Model + Other + Prior Month Adjust = Total Lost Rent
<b>Concession</b>	The sum of transaction details for with a transaction type of 1, 2 or 9 and an income code type of Concession.
<b>Total with Concession</b>	<b>Calculation:</b> Total Lost Rent + Concessions = Total with Concessions

## **Audit Reports**

### **Balance Exceptions**

The purpose of this report is to show a detailed listing by lease of any discrepancies between the balance fields in the lease table, the balances in the open item table, and the sum of transaction detail items.

#### **Sort Order**

Items in this report are sorted by Unit and selected property.

#### **Report Legends**

These help you identify various assorted codes used throughout eSite. To learn more about codes used in this report, review the following:

##### **Transaction Types**

Transaction types classify transactions into specific categories. Use the table below as a key to learn more about Transaction Types mentioned in this report.

- |          |                  |
|----------|------------------|
| <b>1</b> | Recurring Charge |
| <b>2</b> | Adjustment       |
| <b>3</b> | Payment          |
| <b>4</b> | Forfeit          |
| <b>5</b> | Refund           |
| <b>6</b> | Transfer Balance |
| <b>7</b> | Non-Resident     |
| <b>8</b> | Write Off        |
| <b>9</b> | One Time Charge  |

# Balance Exceptions Report – Sample



**Note:** This topic pertains to certain sections of the report. To view the complete Balance Exceptions Report, see your eSite system.

SSI595  
 TX375  
 Select: 05/28/04  
 265 Apts., 174,124 Sq. Ft.

**Balance Exceptions**  
**WRH Cross Creek, Ltd.**  
**Cross Creek Apartments**  
**May 28, 2004**

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 06/11/04  
 14:58

Apt.	Name		Security	Pet	Begin Bal	Billed	Paid	Future	Ending Bal
01 - 1000	MR Eric Heinonen	Lease Table	275.00	0.00	0.00	695.00	0.00	1,195.00-	500.00-
		Open Item Table	N/A	N/A	N/A	N/A	N/A	N/A	695.00
		Transaction Table	275.00	0.00	695.00-	695.00	0.00	0.00	0.00
		Security Details	275.00	0.00					
01 - 1005	MR Kevin J. Pearson	Lease Table	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Open Item Table	N/A	N/A	N/A	N/A	N/A	N/A	0.00
		Transaction Table	150.00	0.00	0.00	0.00	0.00	0.00	0.00
		Security Details	0.00	0.00					
01 - 1009	MR Edilberto S. Diaz	Lease Table	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Open Item Table	N/A	N/A	N/A	N/A	N/A	N/A	0.00
		Transaction Table	150.00	0.00	0.00	0.00	0.00	0.00	0.00
		Security Details	0.00	0.00					
01 - 1010B	MISS Norton S. Shenet	Lease Table	225.00	0.00	0.00	0.00	0.00	0.00	0.00
		Open Item Table	N/A	N/A	N/A	N/A	N/A	N/A	0.00
		Transaction Table	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Security Details	225.00	0.00					
01 - 1091	MISS Velez Alma	Lease Table	300.00	0.00	0.00	465.00	0.00	0.00	465.00
		Open Item Table	N/A	N/A	N/A	N/A	N/A	N/A	465.00
		Transaction Table	0.00	0.00	0.00	465.00	0.00	0.00	465.00
		Security Details	0.00	0.00					
01 - 1094	MR Kevin J. Pearson	Lease Table	200.00	0.00	0.00	500.00	0.00	0.00	500.00
		Open Item Table	N/A	N/A	N/A	N/A	N/A	N/A	500.00
		Transaction Table	50.00	0.00	0.00	500.00	0.00	0.00	500.00
		Security Details	200.00	0.00					

## Balance Exceptions Report – Field Descriptions

### Line 1

Field	Description
<b>Unit</b>	The unit number.
<b>Name</b>	The Primary resident name.
<b>Table</b>	The Lease Table, which tracks current balances in order to optimize reporting speed.
<b>Security</b>	The Sec 1 on Hand.
<b>Other Deposit</b>	Other Deposit on Hand.
<b>Beginning Balance</b>	The beginning balance.
<b>Billed</b>	Billed this month.
<b>Paid</b>	The Paid this month.
<b>Future</b>	The future net change. Normally zero, this indicates that a transaction has a date of record in a future accounting period.
<b>Ending Balance</b>	The ending balance.

### Line 2

Field	Description
<b>Table</b>	The Open Item table.
<b>Security</b>	N/A – Security on hand is not tracked in the Open Item table.
<b>Other Deposit</b>	N/A – Other Deposit on hand is not tracked in the Open Item table.
<b>Beginning Balance</b>	N/A – Beginning balance for the month is not tracked in the Open Item table.
<b>Billed</b>	N/A – Billed this month is not tracked in the Open Item table.
<b>Paid</b>	N/A – Paid this month is not tracked in the Open Item table.
<b>Future</b>	NA – Future detail is not tracked in the Open Item table.
<b>Ending Balance</b>	The sum of Open Item Balance Due

## Line 3

Field	Description
<b>Table</b>	The Transaction table.
<b>Security</b>	The sum* of transaction detail amounts where: Transaction income code type is (S)ecurity. <b>Note:</b> Transaction type 3 increases this amount. Transaction types 4 or 5 decreases this amount.
<b>Other Deposit</b>	The sum* of transaction detail amounts, where the Transaction income code type is Other (D)eposit. <b>Note:</b> Transaction type 3 increases this amount. Transaction types 4 or 5 decreases this amount.
<b>Beginning Balance</b>	The sum* of transaction detail amounts where: <ul style="list-style-type: none"> <li>• Transaction income code Receivable flag = (Y)es</li> <li>• Transaction G/L period is prior to the Property current accounting period</li> </ul> <b>Note:</b> Transaction types 0, 1, 2, 5, or 9 increase this amount; Transaction types 3, 4, or 8 decrease this amount.
<b>Billed</b>	The sum of transaction detail amounts where: <ul style="list-style-type: none"> <li>• Transaction income code Receivable flag = (Y)es</li> <li>• Transaction G/L period is the Property current accounting period</li> <li>• Transaction type is 0, 1, 2, 5, or 9</li> </ul>
<b>Paid</b>	The sum of transaction detail amounts where: <ul style="list-style-type: none"> <li>• Transaction income code Receivable flag = (Y)es</li> <li>• Transaction G/L period is the Property current accounting period</li> <li>• Transaction type is 3, 4, or 8</li> </ul>
<b>Future</b>	The sum of transaction detail amounts where: <ul style="list-style-type: none"> <li>• Transaction income code Receivable flag = (Y)es</li> <li>• Transaction G/L period is after the Property current accounting period</li> </ul>
<b>Ending Balance</b>	<b>Calculation:</b> Beginning + Billed - Paid + Future = Ending Balance.

# Miscellaneous Reports

## Rent Status Report

This report is a summary of activity posted during the current accounting period.

### Selection Criteria

- Include Current Residents
- Include Applicants
- Include Waiting List Applicants
- Include Cancelled Applicants – Always Print
- Include Cancelled Applicants – Print if they have non-zero balances
- Include Cancelled Applicants – Never Print
- Include Previous Residents – Always Print
- Include Previous Residents – Print if they have non-zero balances
- Include Previous Residents – Never Print

### Report Legends

Report legends help you identify various codes used throughout eSite. To learn more about codes used in this report, review the following:

#### Unit Occupancy Statuses

Unit Occupancy Statuses identify the occupancy state of a unit on a given date. These are system-calculated based on the date and the status of the associated leases on that date.

<b>CA</b>	Construction Available
<b>CL</b>	Construction Leased
<b>CP</b>	Construction Pending
<b>NA</b>	On Notice Available
<b>NL</b>	On Notice Leased
<b>NP</b>	On Notice Pending
<b>OC</b>	Occupied
<b>VA</b>	Vacant Available
<b>VL</b>	Vacant Leased
<b>VP</b>	Vacant Pending

**Transaction Types**

Transaction types classify transactions into specific categories. Use the table below as a key to learn more about Transaction Types mentioned in this report.

- 1      Recurring Charge
- 2      Adjustment
- 3      Payment
- 4      Forfeit
- 5      Refund
- 6      Transfer Balance
- 7      Non-Resident
- 8      Write Off
- 9      One Time Charge

# Rent Status Report – Sample



**Note:** This topic pertains to certain sections of the report. To view the complete Rent Status Report, see your eSite system.

## Sample - Detail

SSI470  
12024  
Select: 05/27/04  
50 Units, 50,510 Sq. Ft.

**Rent Status Report**  
**The Property Management Company**  
**Bay Gardens Apartment Homes**  
**May 27, 2004**

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Unit	Type	Market Rent	Lease Expires	Name	S T	Begin Balance	Monthly Charges		Total	Monthly Credits		Amount Collected	R E T	Ending Balance
							Potential	Other		Potent.	Other		T	
01 - 101	11CA DT1	1,245.00	01/30/04	Dr Chaim Rosenweig	C	0.00	1,245.00	70.00	1,315.00	0.00	-75.00	1,590.00		0.00
01 - 102	11CA DT1	1,235.00	05/31/05	Abby Bair	C	0.00	193.55	30.00	223.55	0.00	0.00	0.00		223.55
01 - 103	11CA DT1	1,260.00	04/30/04	Tsion Ben-Judah	C	0.00	1,260.00	75.00	1,335.00	0.00	0.00	-7,560.00 X		8,895.00
01 - 104	11CA DT1	1,320.00	05/31/05	Amy Reeves	C	0.00	293.55	30.00	323.55	0.00	0.00	323.55		0.00
01 - 105	11CA DT1	1,310.00	05/31/04	Gustaf Zuckerman	C	0.00	1,310.00	0.00	1,310.00	0.00	0.00	0.00		1,310.00
01 - 107	11CA DT1	1,295.00		Courtney Vincent	A	0.00	0.00	30.00	30.00	0.00	0.00	30.00		0.00
01 - 107	11CA DT1	1,295.00		VACANT	VP									
01 - 108	11CA DT1	1,285.00	05/31/04	Chang Wong	P	0.00	1,285.00	111.13	1,396.13	-207.26	-115.33	0.00		0.00
01 - 108	11CA DT1	1,285.00		VACANT	VA									
01 - 109	11CA DT1	1,295.00	09/30/03	Justin Cousins	C	0.00	1,295.00	375.00	1,670.00	0.00	-1,295.00	270.00 X		0.00
01 - 110	11CA DT1	1,280.00	02/28/04	Kyle Craig	P	0.00	1,280.00	0.00	1,280.00	-289.03	0.00	990.97		0.00

Sample - Totals

SSI470  
 12024  
 Select: 05/27/04  
 50 Units, 50,510 Sq. Ft.

Rent Status Report  
 The Property Management Company  
 Bay Gardens Apartment Homes  
 May 27, 2004

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Unit	Type	Market Rent	Lease Expires	Name	S T	Begin Balance	Monthly Charges Potential	Other	Total	Monthly Credits Potent.	Other	Amount Collected	R E T	Ending Balance
04 - 409	32CCT DA2	1,650.00		Leon Fortunato	X	0.00	0.00	30.00	30.00	0.00	0.00	0.00		30.00
04 - 409	32CCT DA2	1,650.00		VACANT	VA									
05 - 505	22CB DT1	1,415.00		J.J. Barrett	A	0.00	0.00	230.00	230.00	0.00	0.00	230.00		0.00
05 - W511	11CA DT1	1,260.00		Molly Dale	A	0.00	0.00	30.00	30.00	0.00	0.00	0.00		30.00
05 - W511	11CA DT1	1,260.00		VACANT	VP									
		43,190.00		<b>Property Total</b>		0.00		2,366.13		-496.29	-1,560.33	9,693.22		
							26,345.96		28,712.09					16,103.71

## Rent Status Report – Field Descriptions

### Occupied Units

Field	Description
<b>Unit</b>	The Building number (if used) + Unit Number.
<b>Type</b>	The unit Type / Sub Type.
<b>Market Rent</b>	The Market Rent for the unit.
<b>Lease Expires</b>	The Lease Expiration Date.
<b>Name</b>	The Primary Resident Name.
<b>ST</b>	The Lease Occupancy Status. <b>Note:</b> For a complete list of Lease Occupancy Statuses, refer to the last page of this report.
<b>Begin Balance</b>	The Beginning Balance for the month from Lease.
<b>Monthly Charges- Potential</b>	The sum of the transaction detail amount: <ul style="list-style-type: none"> <li>• Transaction Type is Billing or Adjustment (1, 2, or 9)</li> <li>• Billing was a debit amount (positive)</li> <li>• Income code Potential flag is set to Y</li> <li>• Income code Receivable flag is set to Y</li> </ul>
<b>Monthly Charges – Other</b>	The sum of the transaction detail amount: <ul style="list-style-type: none"> <li>• Transaction Type is Billing or Adjustment (1, 2, or 9)</li> <li>• Billing was a debit amount (positive)</li> <li>• Income Code Potential flag is set to N</li> <li>• Income Code Receivable flag is set to Y</li> </ul>
<b>Total</b>	<b>Calculation:</b> Begin Balance + Monthly Charges Potential + Monthly Charges Other = Total

**Occupied Units**

Field	Description
<b>Monthly Credits- Potential</b>	The sum of the Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Billing or Adjustment (1, 2, or 9) and Either...                             <ul style="list-style-type: none"> <li>• Billing was a debit amount (positive)</li> <li>• Income Code Potential flag is set to Y</li> <li>• Income Code Receivable flag is set to N</li> </ul> </li> <li>Or...                             <ul style="list-style-type: none"> <li>• Billing was a credit amount (negative)</li> <li>• Income Code Potential flag is set to Y</li> </ul> </li> </ul>
<b>Monthly Credits – Other</b>	The sum of the Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Billing or Adjustment (1, 2, or 9)</li> <li>• Billing was a credit amount (negative)</li> <li>• Income Code Potential flag is set to N</li> <li>• Income Code Receivable flag is set to Y</li> </ul>
<b>Amount Collected</b>	The sum of the Transaction detail amount where: <ul style="list-style-type: none"> <li>• Transaction Type is Payment (3)</li> </ul>
<b>RET</b>	If any Transaction Header Return flag is non-blank, then the last non-blank return flag displays here.
<b>Ending Balance</b>	The Ending Balance for the month from the Lease.

**Vacant Units**

<b>Field</b>	<b>Description</b>
<b>Unit</b>	The unit number.
<b>Type</b>	The unit type.
<b>Market Rent</b>	The unit's market rent.
<b>Name</b>	This defaults to Vacant.
<b>ST</b>	The Unit Occupancy Status. <b>Note:</b> For a complete list of Unit Occupancy Statuses, refer to the last page of this report.
<b>Monthly Charges-Potential</b>	Market Rent.

**Property Totals**

<b>Column</b>	<b>Description</b>
<b>Market Rent</b>	The sum of the detail for Market Rent.
<b>Begin Balance</b>	The sum of the detail for Begin Balances.
<b>Monthly Charges- Potential</b>	The sum of the detail for Monthly Charges Potential
<b>Monthly Charges – Other</b>	The sum of the detail for Monthly Charges – Other.
<b>Total</b>	The sum of the detail for the Totals.
<b>Monthly Credits- Potential</b>	The sum of the detail for Monthly Credits – Potential.
<b>Monthly Credits – Other</b>	The sum of the detail for Monthly Credits – Other.
<b>Amount Collected</b>	The sum of the detail for Amount Collected.
<b>Ending Balance</b>	The sum of the detail for Ending Balance.

**Grand Totals**

<b>Field</b>	<b>Description</b>
<b>Market Rent</b>	The sum of the detail for all properties selected.
<b>Begin Balance</b>	The sum of the detail for all properties selected.
<b>Monthly Charges- Potential</b>	The sum of the detail for all properties selected.
<b>Monthly Charges – Other</b>	The sum of the detail for all properties selected.
<b>Total</b>	The sum of the detail for all properties selected.
<b>Monthly Credits- Potential</b>	The sum of the detail for all properties selected.
<b>Monthly Credits – Other</b>	The sum of the detail for all properties selected.
<b>Amount Collected</b>	The sum of the detail for all properties selected.
<b>Ending Balance</b>	The sum of the detail for all properties selected.

# Glossary

## A

**Accelerated Rent** – Associated with residents that move out prior to the end of their current lease. Accelerated rent is a charge created to cover the remaining rent due through the end of the lease.

**Accounting Period** – The accounting period is a date that corresponds to the General Ledger. This date is expressed in MM/YYYY format and relates to a specific month of General Ledger activity.

**Accounts Receivable** – An amount owed to the property, usually by one of its residents. eSite maintains each resident's accounts receivables balance regardless of the accounting method used.

**Accrual Basis** – This is a method of accounting that utilizes an Accounts Receivable and Accounts Payable account on the General Ledger. This method will post income and expense amounts to the G/L when residents are billed or invoices are vouchered.

**Adjustment** – A debit or credit transaction used to adjust the amount due for an invoice. Debit adjustments will increase an amount due, whereas credit adjustments will decrease the amount due. **Example:** A resident rent was incorrectly charged, so a debit adjustment is recorded, increasing the amount the resident owes for the invoice.

## B

**Bad Debt** - A resident's balance that is unrecoverable is considered "bad debt." These amounts can be credited from the system using the "Write Offs" option on the Ledger Activities menu.

**Billing** - A billing is a charge that increases a resident's accounts receivable balance. This type of charge may be automated (as in Lease charges or BOD billing) or manual (as in a charge Adjustment).

## D

**Delinquency** - Any resident that has an outstanding Accounts Receivable balance will be printed on the Aged Delinquency report.

**Demographics** - A set of household or occupant related information. In StarSite, household demographics are user defined, whereas occupant demographics contain standard fields (annual income, gender, marital status, and social security number) in addition to user defined fields.

**F**

**Fee** - A collection of charges that are billed (optionally) during Application, Move In, Move Out. Fees may also be assigned when recording Returned Checks.

**Forfeit** - A forfeit will always refer to the forfeiture of a security deposit or other deposit in order to recover a delinquent balance or additional charge.

**G**

**Guarantor** - An occupant that does not occupy the unit. Instead, the guarantor financially guarantees or co-signs the lease for the occupants who do reside on the property.

**Guest Card** - Guest cards allow you to enter information about prospective residents. When you create a guest card, eSite automatically assigns a number that identifies the prospect. If the prospect later applies for a unit, you can use the guest card number to quickly transfer the new resident's guest card information into the fields on the Application form.

**I**

**Income Code** - A five-digit code representing a specific type of billing. For instance, rental income may be represented as "Rent."

**Invoice** - A printed form generated by the system displaying a resident's charges. Invoices will generally display resident information, an invoice number, previous balance, current charges, and total amount due.

**Invoice Numbers** - All charges in eSite are assigned an Invoice number, either system generated or user entered, and payments and adjustments are made against a particular invoice.

**J**

**Journal** - A journal is a group of related transactions. A journal may represent a bank deposit, a daily or weekly transaction register, or another logical group of activity. Depending on global policies, a journal may also represent one property's transactions or the combined transactions of several properties when a common bank account is shared.

**L**

**LMR** – An abbreviation for Last Month Rent. This type of security deposit has been used in this manual for reference. Your security deposit types are user defined in the Property Policies.

**Loss to Lease** - A difference between a unit's market rent and the potential amount actually charged to the resident leasing the unit. **Example:** If the market rent of a unit is \$1,500 and the resident is billed \$1,000, the unit will have incurred \$500 as "loss to lease." This amount will be displayed on the Reconciliation Report and may be transferred to the General Ledger.

**Lost Rent** – An amount automatically calculated by the system when a report using the lost rent amount is run. The lost rent for each unit is displayed in the Unit file. Lost rent is calculated by based on policy.

**M**

**Management Fee** - A fee charged to an owner for managing a property. Management fees are usually stated as a percentage to be charged based on monthly collections. The Management Fee Summary report will display the collections and percentage fee, and the Calculate Management Fee option will automatically generate a voucher in the Accounts Payable system for the payment of management fees or will generate the appropriate G/L entries, depending on policy.

**Market Rent** - The market or "street" value of a specific unit. This amount may or may not be the same as the amount actually billed to a resident leasing the unit.

**Modified Cash Basis** - An accounting method combining both accrual and cash accounting entries. To produce a modified cash journal entry, eSite would be set up to transfer some income codes as cash and some as accrual.

**P**

**Period** - A MMYYYY date that may correspond to the General Ledger affected date.

**Policy** - Policies are AMSI functions that determine how your eSite system responds to certain actions. Policies are divided into **Global Policies** (applying to all properties in eSite) and **Property Policies** (applying to only the properties with the corresponding Policy Code). By defining policies, you customize eSite for your specific business needs.

**Potential Rent** - The total amount of income that could be received if all units were leased at full market value. Charges to be included in Potential rent are user defined by selected income codes

**Prepaid** - A payment that is received before a charge is due.

**Property** - A single accounting entity. A Property number will usually represent one property and a complete set of General Ledger accounting books.

**R**

**Recurring Charges** - The charges, set up in a Resident file, that define the standard billing amounts and income codes.

**Refund** - A transaction to refund a resident's Security, other deposit, or overpaid Rent.

**Rentable Items** - Additional resident rentals for items, such as garages, assigned parking spaces, or storage areas. Rentable Items differ from amenities in that they are not physically connected to a specific unit.

**Rentable Square Footage** - Includes the useable square footage of the unit plus a prorated share of common areas. The prorated share may be stated as an add-on factor to useable square footage in order to determine the "Rentable" area.

**S**

**SDI** - Abbreviation for Security Deposit Interest.

**Security Deposit** - An amount specified in the lease to be paid prior to move-in. Security deposits are usually held for the term of the lease and are either refunded to the resident at move-out, or are forfeited to cover damages or outstanding charges. Security deposits are considered a liability since the amounts are held with the intent to refund the deposit at the end of the lease.

**Statement** - A printed form generated by the system displaying a resident's charges. Statements will generally display resident information, an invoice number, previous balance, current charges, and total amount due.

**T**

**Transaction** - Any business activity that is measurable, and is entered into the accounting records. eSite transactions include payments, adjustments, forfeits, refunds, and so on.

**Transfer** – The process of moving information from one place to another. Residents may be transferred from one unit to another using the Transfer Activities option.

**U**

**Useable Square Footage** - The amount of space physically occupied by the unit. See also RENTABLE SQUARE FOOTAGE.

**V**

**Vacancy** – Vacancy is calculated based on policy.

**Version** - One form or variation of a program, application, or piece of documentation. Versions are usually numbered in order of their appearance so that they can be distinguished.

**W**

**Write-Off** - A credit transaction used for removing a resident's outstanding charges and accounting for the amounts as "bad debt."





AMSI

3501 E Frontage Road, Suite 350, Tampa, FL 33607

Main Phone:	813-383-1290
Infor365 Online Support:	<a href="http://www.Infor365.com">www.Infor365.com</a>
Training:	888-284-4232
Client Care Center:	888-284-4232
Client Care Center fax:	678-393-5394
Website:	<a href="http://www.amsi.com">www.amsi.com</a>