



## Lease Collector v5

### Advanced Property Management Software:

Automate your entire property management servicing process with Lease Collector v5 from **Graveco Software, Inc.** It is the most advanced, feature-rich, and easy to use property management software available. Lease Collector is a comprehensive system that can manage every type of residential, retail and commercial property, including apartments, single family homes, condos, office buildings, shopping centers, mobile home parks, and storage facilities. Lease Collector can also manage other types of leases, including equipment and vehicle leases.

**Lease Collector v5** is designed for all property management companies that desire a robust and complete lease servicing system, whether these professionals are managing thousands of units or just a few. For large organizations, it is a cost-effective way to automate all aspects of property management. For organizations of any size, Lease Collector is the best solution for lease servicing.



Lease Collector helps you save time and expense in performing the routine chores of property management and lease servicing.

# Lease Collector v5

"We looked long and hard for a program that would allow us to manage our business the way we want to manage it and to give our customers what they want. Lease Collector has given us everything we have been looking for. Not only is it intuitive and easy to use, it also has the power and flexibility to do just about anything we can think of. Just as importantly, Graveco's support staff is competent and always eager to help us develop new solutions as our business grows and evolves."

Russ Manion - CFO  
Ponderosa Property Management

"Graveco knows their customer's needs and are always looking for ways to fill those needs. It feels almost as if we made a wish list and they went through and added all the features desired plus more."

Caitlin Luther  
Gold Pan Funding

# Lease Collector v5

## Experienced Property Management Software:

With over 30 years serving the property management and loan servicing industry, we know the challenges you face and the software that you need. Our software offers powerful processing, integrated accounting and the flexibility that comes with a user-friendly system. **Lease Collector** increases accuracy and productivity with an easy to use interface and powerful operating features that give you the power to improve performance, lower costs and meet or exceed tenant and owner expectations.

## Simple Property Management Software:

**Lease Collector** is very straightforward and easy to learn. Tool tips, pop-up message windows, and extensive help files guide you step-by-step and aid you in accomplishing everything from the simplest to the most complex procedures. You set up the data for owners, properties, units and tenants, and the system automates the painstaking and time-consuming bookkeeping chores so you take complete control of your operation –and gain a competitive edge.

## Complete Property Management Software:

All the functions and features you will ever need for a professional management company are available in one complete, integrated system:

- **Rent Collection:**

Organizes and automates all rent collection tasks. Tracks all due dates, rent amounts and late fees, and can create delinquent letters and invoices.

- **Accounting:**

**Lease Collector** includes an integrated general ledger with accounts payable and accounts receivable.

- **Reporting:**

Prints management and financial reports, notices, invoices, receipts, payment coupons, and checks. **Lease Collector** can also send letters and notices via e-mail, and export data to a variety of file formats.

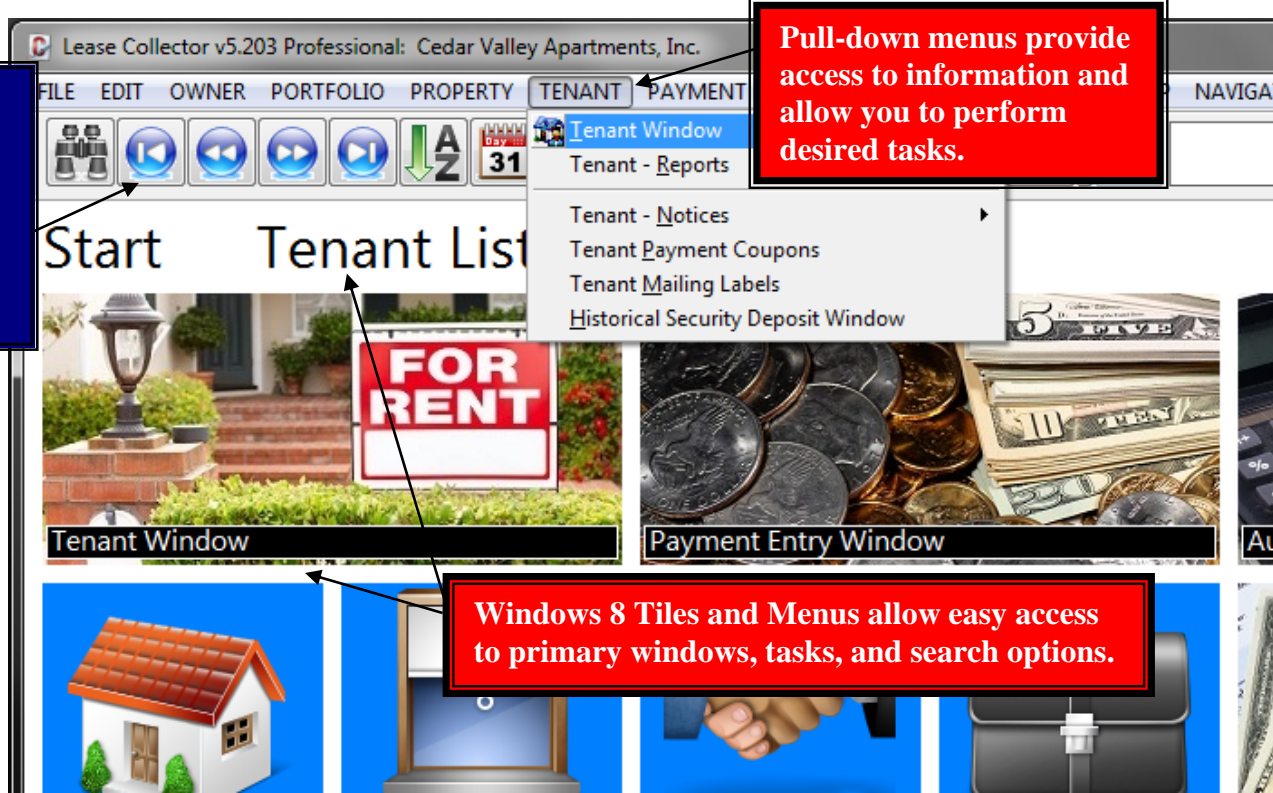
- **Security:**

**Lease Collector** supports individual user security profiles and full user security controls to ensure the most sensitive data is protected.

Standard toolbar buttons for executing common functions, such as save, find, print, preview & changing records.

Pull-down menus provide access to information and allow you to perform desired tasks.

Windows 8 Tiles and Menus allow easy access to primary windows, tasks, and search options.





# GRAVECO software

*A NEW FORCE IN FINANCIAL SOFTWARE*



## **Powerful Property Management Software:**

With **Lease Collector**, you can manage unlimited tenants, owners, units, and properties. The software can manage every type of residential, retail and commercial property, including apartments, single family homes, condos, office buildings, shopping centers, mobile home parks, and storage facilities. You can also print letters, notices, statements, a wide variety of reports, checks, invoices, receipts, payment coupons, etc.

## **Customizable Screens - User Defined Fields (UDFs):**

Lease Collector offers unlimited User Defined Fields for Owners, Tenants, Properties, Units, Banks, Vendors, Portfolios, etc. You define the field type (Memo, Character, Numeric, Currency, Date, Logical, File, etc.) and the captions/ titles.

Insurance Exp. 06/30/2014  
Renters Ins. ☒  
Coverage Amt. \$100,000.00

**UDF Example:**  
Create a field to track renter's insurance. You can search and filter on these dates, and create reports to display this information.

**Notification Dashboard:**  
The dashboard is designed to provide management with key information for making decisions and for tracking important upcoming dates, scheduled tasks, and amounts.

Tenant ID	Name	Portfolio ID	Type	Status	Due Date	Delinquent	Total Past Due	Days Past	Next Cc
00000001	James Peterson	001	1YR	CURRNT	03/06/2014	900.00	1,800.00	41	/ /
00000002	Mac Ball	001	1YR	CURRNT	03/06/2014	925.00	925.00	13	/ /
00000003	Frank Kennedy	001	REC	CURRNT	03/06/2014	500.00	500.00	13	/ /
00000004	Judy Allen	001	REC	CURRNT	03/06/2014	725.00	2,175.00	72	/ /
00000006	Joseph Madden	001	REC	CURRNT	03/06/2014	1,000.00	3,000.00	72	/ /
00000007	Tim Middleton	001	REC	CURRNT	03/06/2014	645.00	645.00	13	/ /

**Lease Collector automates management for all types of residential, retail and commercial properties:**

**Apartments**

**Single Family Homes**

**Condominiums**

**Duplexes**

**Townhouses**

**Office Buildings**

**Shopping Centers**

**Mobile Home Parks**

**Storage Facilities**





**OWNER WINDOW:**  
Maintain information on owners and their portfolios and properties.

Owner Window:1

Owner ID 001 Name CAPITAL FINANCE GROUP INC. Sort Name CAPITAL FINANCE GROUP INC. Balance 0.00

Contact JAMES SEGATE - MANAGER

Details Portfolios Ledger UDFs Images Contact Notes

Address / Phone

Address Phone

Mailing Address

400 COLUMBIA AVE SUITE 4500  
SEATTLE WA 98104

Pay to Name / Address

CAPITAL FINANCE GROUP INC.  
400 COLUMBIA AVE SUITE 4500  
SEATTLE WA 98104

IRS 1099s

Name CAPITAL FINANCE GROUP INC.  
DBA  
Tax ID Employer Id. No. 91-2988184

Notes

**PORTFOLIO WINDOW:**  
Maintain information on each portfolio and their properties & leases.

Portfolio Window:1

Portfolio ID 001 Portfolio Name CAPITAL FINANCE GROUP INC. Type

Details G/L Info Owner Info Property Info UDFs Images Calendar Notes Tenant Defaults

Address / Phone

Address Phone Direct Deposit Box

Mailing Address

400 COLUMBIA AVE SUITE 4500  
SEATTLE WA 98104

Portfolio Groups

Group	Description

Late Fee Policy

Code LT Late Fee

Only Charge Late Fee if: Calculate Late Fee % On:

☒ over \$ 0.00 is owed ☒ Recurring Amount

☐ a full payment is owed ☐ Total Balance Due

☐ Monthly Balance Due

Tax Information

Tax Type Employer Id. No.

Tax ID 91-304945

☒ Credit Bureau Reporting

☒ Report to Credit Bureau

Minimum Bank Balance

Min. Balance 0.00

Collection Fees

Minimum Fee 3.75

Fee Percent 2.0000

Notes JAMES SEGATE - MANAGER

Store complete address history with unlimited addresses.

Notes sections allow for important miscellaneous information.

**PROPERTY WINDOW:**  
Maintain information on each property, their units and leases.

Property Window:1

Property ID 002 Name Wellington Duplex Status ACTIVE

Portfolio ID 001 CAPITAL FINANCE GROUP INC. Property Type DUPLEX Duplex Residential

Details Features UDFs Images Calendar Notes Unit Info Expenses

Address / Phone

Address Phone

Mailing Address

8900 NE 4th Street  
VANCOUVER WA 98662

Images

Wellington Duplex

Manager

Notes

Prominently display images for quick reference and identification.

# Lease Collector v5 Features:

- Administrator controlled user privileges and permissions.
- Multiple tenant invoicing and billing options.
- Windows 8 Tiles provide easy access to primary windows and processes.
- Windows 8 Menus present convenient search options and can create powerful work lists.
- Integrated general ledger.
- Print, preview, or export reports to a wide variety of formats, including Microsoft Excel.
- Microsoft Word Mail Merge.
- Print reports and notices to PDF.
- Many time-saving operating features, including: drill-down, find and selection windows, and date & calculator field pop-ups.
- Promote multitasking with multiple open windows.
- Expedite tasks with right-click shortcut menus and keyboard shortcuts.
- IRS 1099 Electronic Filing and recipient distribution.
- Integrated user calendar.
- Record specific calendar/ contact log and task manager for each tenant record. Track the history of all notices and letters sent, and all contacts made with the tenant.

**Tenant Find**

Name:  Search:  Status:   
 Portfolio ID:  Other:   
 Unit ID:

Tenant ID	Name	Portfolio ID	Status	Sort Name
00000001	James Peterson	001	CURRNT	PETERSON, JAMES
00000002	Mac Ball	001	CURRNT	BALL, MAC
00000003	Frank Kennedy	001	CURRNT	KENNEDY, FRANK
00000004	Judy Allen	001	CURRNT	ALLEN, JUDY
00000005	David Olson	001	CURRNT	OLSON, DAVID
00000006	Joseph Madden	001	CURRNT	MADDEN, JOSEPH
00000007	Tim Middleton	001	CURRNT	MIDDLETON, TIM

## **FIND WINDOWS:**

Powerful search windows allow the user to search for records based on a wide variety of search criteria. Including: first name, last name, nickname, user defined fields (UDFs), plus many, many more.

**Contact/ Task Manager Log for Tenant: 00000001:1**

March 2014   Priority:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Entered: 03/07/2014 02:15:28 PM By: DEMO  
 Last Updated: 03/07/2014 02:39:37 PM By: DEMO  
 Completed: // : : AM  
☐ Followup Required

## **CONTACT/ TASK MANAGER:**

Schedule: contacts; printing of letters or notices; and e-mails to be sent. Record details of telephone conversations, and track the history of notices and letters that have been sent previously, all in an easy to use record specific calendar.

**Tenant Window:1**

Tenant ID: 00000001 Portfolio ID: 001 CAPITAL F

Move In: 02/01/2014

Name(s): James Peter

Sort Name: PETERSON, JA

1234 East Miller Ave #/ VANCOUVER WA 9866

Right-click menu options:

- Find (Ctrl+F)
- First (Alt+UPARROW)
- Previous (Alt+LEFTARROW)
- Next (Alt+RIGHTARROW)
- Last (Alt+DNARROW)
- New (Ctrl+N)
- Save (Ctrl+S)
- Save & New (Ctrl+W)
- Cancel (Ctrl+E)
- Delete (Ctrl+D)
- Payment Entry Window
- Lease Notice
- Lease Invoicing Notice
- Deposit Refund Notice
- Lease Ledger Report
- Close (Esc)

## **RIGHT-CLICK MENUS:**

Right-click shortcut menus and keyboard shortcuts expedite common tasks and improve user efficiency.

**Tenant Window:1**

Tenant ID 00000001 Portfolio ID 001 CAPITAL FINA  
 Move In 02/01/2014 Status CURRNT **Current Lease** Next Contact / /

Name(s) James Peterson Tax ID Tax Type Birthday Order Notes 1 memo  
 Unlimited tenant names.

Sort Name PETERSON, JAMES Notice Date / / Move Out / /  
 Unit ID 001:A01 Building A - Unit 01 Property ID 001 Taylor Estates

Details Names Payment Schedule Other Setup Lease Info Features Ledger UDFs Images Contact Log

Address / Phone  
 Address Phone  
 Mailing Address  
 1234 East Miller Ave #A01  
 VANCOUVER WA 98661

Security Deposit

Unit ID	Code	Security Description	Paid	Refunded	Balance
001:A01	SEC	Security Deposit	1,200.00	0.00	1,200.00

Security deposit balances are clearly displayed.

Highlight balance & past due information in a color coded format.

1 of 1

Notes

High **ONLY ACCEPT CASH PAYMENTS!**

Priority coded calendar messages, serve as reminders or to otherwise flag certain loans.

**PAYMENT ENTRY WINDOW:**  
 Powerful and flexible payment posting options, allows precise control over how payment is applied.

**Payment Entry Window:1**

Tenant ID 00000001 Name(s) James Peterson Scanner  
 Portfolio ID 001 CAPITAL FINANCE GROUP INC.

Payment Information  
 Batch No 1 Receipt # 175  
 Date 03/14/2014 Payment 1,800.00  
 Friday, March 14, 2014

Batch Totals  
 Receipts 1  
 1,200.00

Payment Ledger Summary Contact Notes

Payment Information  
 Payment Date 03/14/2014  
 Payment Amount 1,800.00 Payment Method  
 Check No  
 Bank Routing No Unapplied 0.00

Payment instructions or reminders also display in the Payment Entry Window.

Journal ID	Code	Unit ID	Description	Due Date	Amount Due	Amount Paid
265	LT	001:A01	Late Fee	02/06/2014	50.00	50.00
267	LT	001:A01	Late Fee	03/06/2014	50.00	50.00
264	RENT	001:A01	Rent Payment	02/01/2014	850.00	850.00
266	RENT	001:A01	Rent Payment	03/01/2014	850.00	850.00

High **DO NOT ACCEPT CREDIT CARD PAYMENTS!** Totals 1,800.00

Print or preview payment receipts directly from the Payment Entry Window.

Balances		Last Payment		Next Payment	
Rent Paid	1,700.00	Date: 02/01/2014	Amount: \$1,200.00	Date: 04/01/2014	Amount: \$850.00
Deposits Paid	0.00	Collection Fee		Print Receipt	
Fees Paid	100.00	Amount: \$2.00	Percent: 2.000%	Report ID	
Total Paid	1,800.00				

Total Past Due 1,800.00

Cedar Valley Apartments, Inc.  
888 Pacific Ave.  
Seattle, WA 98188

Fax  
Main  
Pmt Dept

206-622-7213

### **PRINT PREVIEW:**

Save Paper: An onscreen report viewer allows you to preview reports before you print them.

James Peterson  
1234 East Miller Ave #A01  
VANCOUVER WA 98661

March 14, 2014

### **DELINQUENT PAYMENT NOTICE**

Regarding Tenant # 00000001 with CAPITAL FINANCE GROUP INC.:

Dear James Peterson:

This notice is to inform you that you have fallen behind on your payments. Please note that your last payment was received on 02/01/2014 and you are past due by 41 days, for a total of \$1,800.00.

Past due charges are detailed below:

Due Date	Amount	Description
02/01/2014	\$850.00	Rent Payment
02/06/2014	\$50.00	Late Fee
03/01/2014	\$850.00	Rent Payment
03/06/2014	\$50.00	Late Fee
Remit this amount:		\$1,800.00

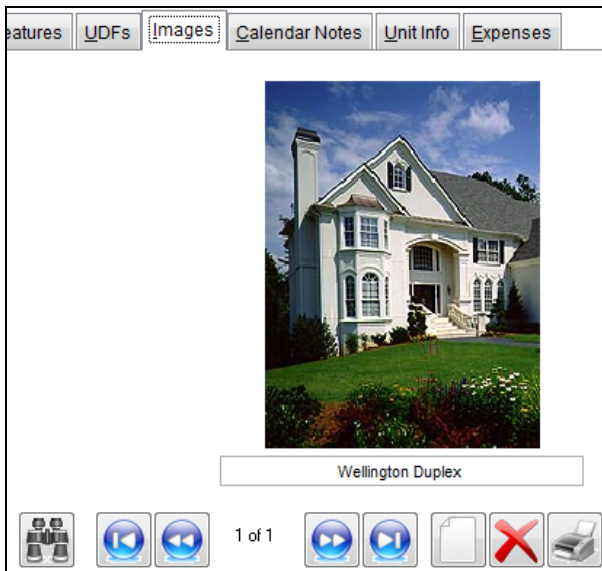
Please check your records and notify us immediately if you believe the above information to be in error.

## **Attaching Images, PDF Files, & Other Documents:**

With a scanner or digital camera, you can store images and PDF files for Owners, Properties, Units, Maintenance Items, Tenants, etc. These images are viewable and printable. You can also attach other file types, such as Word Documents or Excel files, to individual records (by using UDF File fields) and access these documents directly from within the software.

### **Imaging Example:**

Scan signed lease agreements for a tenant and tie it to that specific tenant record, or take digital photos of the property. Use these images to provide a virtual tour of any unit or document damages for maintenance work orders.



# **Lease Collector v5 Standard Reports:**

## **Owner Menu**

- Owner Report • Owner Activity Statement • Owner Collection Statement • Owner Disbursement • Owner Mailing Labels

## **Property Menu**

- Property Report • Unit Report • Vacancy Report • Maintenance Report • Work Order Notice

## **Tenant Menu**

- Tenant Report • Tenant Directory Report • Tenant Ledger Report • Tenant Invoicing Notice • Tenant Renewal Notice • Delinquent Payment Notice • Deposit Refund Notice • Eviction Notice • Tenant Notice • Tenant Mailing Labels

## **Payment Menu**

- Payment Audit Report • Bank Deposit Slip • Payment Receipts

## **Reports Menu**

- Rent Roll Report • User Calendar Report • Record Specific Calendar Report • Delinquent Payment Report • Aged Delinquent Report • IRS 1099s • Credit Bureau Report • Report Writer

## **General Ledger Menu**

- Chart of Accounts Report • Financial Statements • Payables Journal Report • Aged Payables Report • Receivables Journal Report • Adjustments Journal Report • General Ledger Report • Bank Report • Bank Account Balance Report • Bank Reconciliation Report • Unreconciled Transactions Report • Check Printing Process • Check Register Report • Check Listing Report • Vendor Report • Vendor Ledger • Vendor Mailing Labels

## **System Menu**

- User Report • Charge Code Report • Data Export Report • Data Import Report

### **ADVANCED PRINTING:**

Powerful printing options allow the user to easily customize reports and control the information displayed based on an organizations needs. These customized reports can also be saved for future use.

Report ID: [ ] Description: [ ]

Font Type: Times New Roman Font Size: 8

☒ Portrait ☐ Landscape ☐ Center Report ☐ Modify Report Form

Fields To Print: Tenant ID, Name #1, Move In, Unit ID, Unit Description, Next Due, Next Payment

Fields Available: Portfolio Name, Portfolio Address, Portfolio Type, Group, Address, Phone, Sort Name, Portfolio ID, Tenant Address, Last Date, Move Out, Next Date

[< Add] [Remove >] [Up] [Down]

### **SAVE REPORTS:**

Save and/ or export report data to a wide variety of file formats, including: Excel, Word, PDF, Image File, etc.

Save Report As...

File Format: EXCEL, WORD, PDF, WEB, RTF, TEXT, IMAGE

Format: Complete [v] Open File [x]

File Path & Name: C:\LEASE COLLECTOR 5\DATA\Report.xls [Browse]

[Ok] [Cancel]



## **Graveco Software, Inc.**

6715 NE 63<sup>rd</sup> Street  
Suite #103-440  
Vancouver, WA 98661

**(360) 528-1575**  
**(360) 573-5993 (Fax)**

**[www.LeaseCollector.com](http://www.LeaseCollector.com)**  
**[www.GravecoSoftware.com](http://www.GravecoSoftware.com)**