

# Prime PM™

*Property Management Made Easy*



**Prime PM™** is a world-class Property management software designed for the smooth running of both residential and business properties. *Prime PM™* encompasses powerful tools to effectively and simultaneously integrate both a Lease Management and an Accounting System.

Using *Prime PM™* property user-friendly features, single owners, managers and executives can effortlessly track and maintain properties portfolio, tenants' data, property maintenance, vendors' records, landlords, insurances and mortgages history and much more.

## Prime PM™ Features at a Glance

The following figure illustrates the *Prime PM™* Property Management exclusive features at a glance.



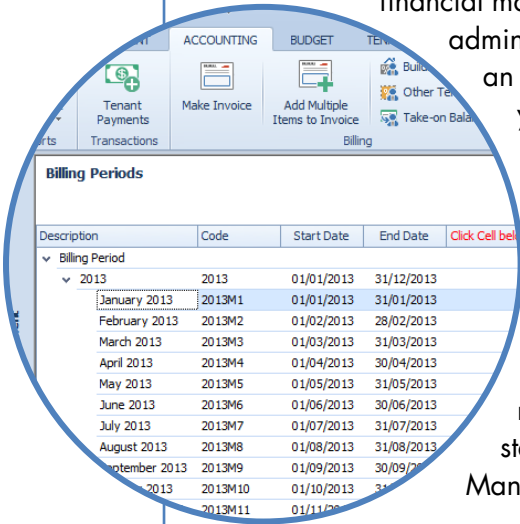
## Why do you Need Prime PM™?

Prime PM™ irresistible functions range from the handling of a single Lease to multiple and complex operations of property management, including financial management and contract

administration. Prime PM™ is an incredible tool to make

you quickly gain complete control over all your property financial transactions, as well as their reporting functions.

Prime PM™ is built on best practices and modern industry standards of Property Management.



The instantly analytical reports and flexible graphical statistical reports offered in the system will enable any user, whether individual or corporate automatically increase their management performance and further enhance their business competitiveness.

## Lease Operations

Even the most demanding operations are demystified with Prime PM™. Lease operations confidently help you manage the rentals, especially with regards to the Rent Roll. The lease is created for a specific tenant. At any time a tenant's rental and space used can be reviewed. The system keeps track of all historical data.

## Tenant Status

Tenants can appear in one of the six following statuses:

- **None-Potential.** These are newly created tenants or tenants for who a lease agreement has been canceled.
- **Potential.** These are tenants for who a new lease agreement has just been created.
- **Booked.** These are tenants for who a property has been booked.
- **Current.** These are tenants who have moved-in or for who the lease agreement has been renewed.



- **Evicted.** These are tenants who have been evicted. Once a tenant is evicted, the associated property becomes vacant.
- **Past.** These are tenants who have moved out without being evicted.

## Property Status

Properties can appear in either of the two following statuses:

- Occupied
- Vacant

## Lease Status

Lease agreements can appear in one of the six following statuses:

- New Lease
- Booked Tenant
- Moved In Tenant
- Moved Out Tenant
- Evicted Tenant
- Cancelled Tenant

## Lease Memorandum

Managing Lease Memorandum documents consists of performing the following operations:

- Create lease memorandum templates
- Manage tenants lease memorandum
- Upload signed lease memorandum documents

## Maintenance, Work Orders & Inspections

This module helps the Property Administrator to conduct regular internal and external

inspections and carefully monitor them throughout the term of each tenancy. Results are captured for effective action and decision making.



## Property Maintenance

Prime PM™ offers the following flexible facilities:

### Yearly Maintenance Plans

These are annual planned maintenance programs for properties.



### Maintenance Contracts

Maintenance contracts involve external contractors. Prime PM™ caters for the types of maintenance contracts listed below:

- Maintenance contracts for properties
- Generic maintenance Contracts
- Plants servicing maintenance contracts.
- Equipment servicing maintenance contracts.

### Internal Maintenance

Internal maintenance does not involve any external contractor.

This module handles the following types of internal maintenance:

- Property internal maintenance activities
- Plant internal maintenance activities
- Equipment internal maintenance activities

### Work Orders

- Approved Contractors
- Contractors' assessment & financial grading
- Work Order financial tracking

### Property Inspections

Important aspects of effective property inspections are readily available in Prime PM™.

- Inspection Scheduling
- Capturing Inspection Results
- Property Required Repairs

## Main Reports

### Property Reports

Prime PM™ provides a wide range of managerial and decision-making reports as shown in the non-exhaustive list below.

#### Building Unit Space Availability Audit

- Displays all floors and their related units in a selected building.
- Displays lettable space and rental information for lettable units.
- Vacant units are clearly highlighted.
- Drill-down functionalities.

#### Building, Floor and Unit Lettable Space

This report illustrates used space per lettable unit on a floor in a particular building.

### Tenancy Reports

- Tenancy Register
- Lease Agreement Status
- Lease Agreement Documents

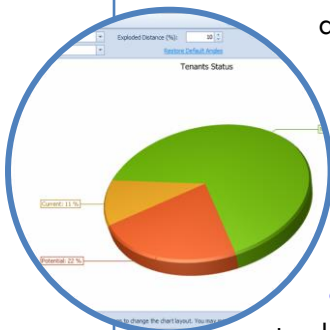
### Tenant Billing

Prime PM™ provides a unique and powerful billing system by using Property Management accounting best practices. Tenant invoices and receipts are fully customizable. You have the freedom to define billing transaction items and decide on the tenant's applicability. The main billing operations are listed below.

- Automatic Billing Period creation
- Managing Operating Costs Billing Items
- Managing Other Billing Items
- Setting Tenant Take-on Balance
- Capturing Building Operating Costs
- Capturing Other Tenancy Costs
- Generating Tenant

#### Invoices

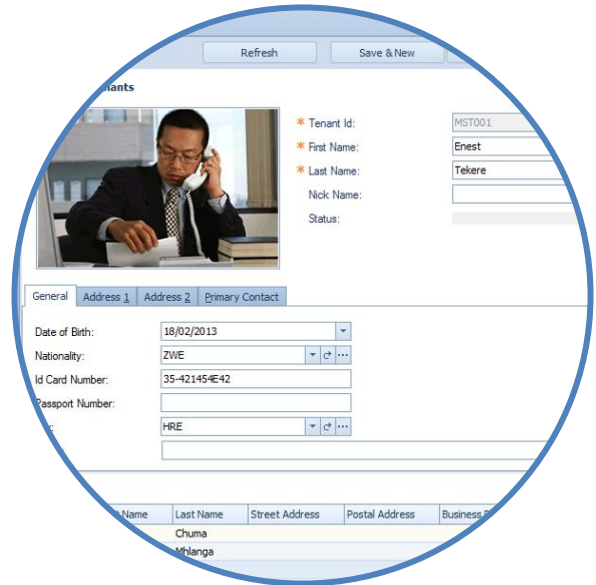
- Capturing Tenant Payments
- Generating Tenant Receipts



## Additional Functionalities

Prime PM™ comes with an array of innovative features such as:

- Insurance & Mortgage
- Sending Email and SMS Messages to all or selected Tenants
- Runtime customizable reports
- Export reports to popular file and image formats
- Graphical dashboards
- In-built Text Editor similar to Microsoft Word(R)
- In-built Spreadsheet software similar to Microsoft Excel(R)
- In-built PDF file viewer



## Protect Access to Resources

Security of access to information has never been simpler. **With Prime PM™ you can rest assured your data is strictly protected from unwanted access.** Access to resources is consistently password and access level controlled. The user profile determines the level of access to sensitive information.

Exclusive features such as **Audit Trail and Process Logging** are built-in to improve your system security.

## A Powerful Tool for You

Prime PM™ has superior capabilities of **alerts for notification of critical events** such as Late Rent, Expiring Lease, Renewal Lease, Expiring Insurances, Maintenance Budget Running Low, Pending Property Inspections, Work Orders Waiting for Authorization, just to mention a few.

**With the pleasurable experience of Prime PM™ wait no more! Start enjoying the benefits of a state-of-the-art Property Management System** which will seamlessly translate into your business overall financial performance enhancement.

## System Requirements

### Workstation

- Windows XP, Windows Vista, Windows 7, Windows 8 or latest
- Pentium PC with 64Mb memory and 100Mb disk space or higher

### Server

- Windows Server 2000, 2003, 2008 or latest
- Pentium PC with 500Mb memory and 10 Gb disk space or higher
- Microsoft IIS 6.5 or higher

### Database

- Firebird (inclusive distribution)
- SQL Server
- Oracle
- .NET Provider Compatible SQL-based Relational Databases



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