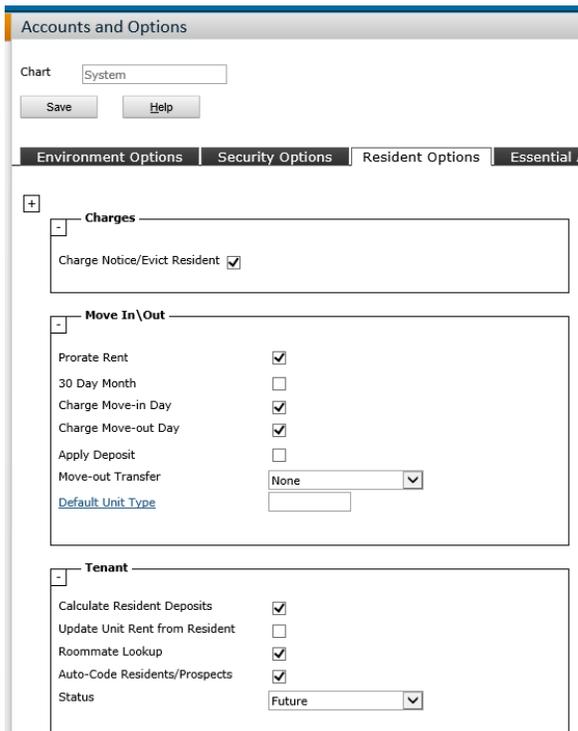


RESIDENTIAL ACCOUNTS AND OPTIONS

From your Admin Role:

1. Click on the “Accounts & Options” link in the “Admin” section of the dashboard.
2. Click on the “Resident Options” tab.
3. Charges Section: Click off the check box for “Charge Notice/Evict Resident” if you want to continue to charge residents with a status of Notice or Evict.
4. Move In\Out



The screenshot shows the 'Accounts and Options' interface with the 'Resident Options' tab selected. It contains three main sections: 'Charges', 'Move In\Out', and 'Tenant'. In the 'Charges' section, the 'Charge Notice/Evict Resident' checkbox is checked. In the 'Move In\Out' section, 'Prorate Rent', 'Charge Move-in Day', and 'Charge Move-out Day' are checked, while '30 Day Month' and 'Apply Deposit' are unchecked. The 'Move-out Transfer' dropdown is set to 'None'. In the 'Tenant' section, 'Calculate Resident Deposits', 'Roommate Lookup', and 'Auto-Code Residents/Prospects' are checked, and the 'Status' dropdown is set to 'Future'.

- a. Prorate Rent: Check this box if you want Yardi to prorate the rent based on the number of days they occupy the unit. If not selected, resident will be charged for a full month regardless of Move-in/Move-out Day.
- b. 30-Day Month: If selected, Yardi will prorate based upon a 30 day month. If not selected, rent will be prorated based upon the actual number of days in the month.
- c. Charge Move-In Day: If selected, includes the move-in date in the prorated period.
- d. Charge Move-out Day: If selected, includes the move-out date in the prorated period.
- e. Apply Deposit: If selected, applies the deposit to final month’s rent when a resident moves out.
- f. Moveout Transfer: Determines how Yardi transfers tenant-deposits funds from the deposit escrow account to the operating account at Move-out.
 - i. Journal: creates a journal entry to record the transfer of funds; use this option if you will transfer the money by phone/wire.
 - ii. Payable: creates an invoice to the property management company. Use this option if you write checks to move funds from the security deposit escrow account to the operating account.
 - iii. None: Leaves the deposit in the account where it was deposited. Use this option if you do not keep security deposits in a separate account.

5. Tenant Section:
- a. Calculate Resident Deposits:
 - i. If selected, the deposit info field on the resident record will reflect the total deposits received less the total deposits refunded. This field is populated through transactions and cannot be manually edited.
 - ii. If not selected, by default it will reflect the amount of deposits charged to the resident, but this field can be manually edited.
 - b. Update Unit Rent From Resident: If selected, Yardi will update the Market Rent on the Unit Record when you change a resident's rent amount.
 - c. Roommate Lookup: When selected, Yardi:
 - i. Associates Roommate Codes with Principal Resident.
 - ii. Credits payment from Roommates to Principal Resident's ledger.
 - iii. Includes Roommates on Resident Statements and Refund Checks.

Note: These settings are global.

Note: Each client is unique. Please contact MM Consulting Solutions if you would like to develop a custom solution for your business.