

# Sphinx

## The Property Management System

### Why Use Sphinx

- Save time and be better organized.
- Handles multiple ownership structures
- No limit to the number of properties you can manage
- No hidden costs for extra properties
- No extra costs as you buy more property
- Monitors rent payments (including part payments)
- Efficient data entry screen
- Automatically enters current rent period and amount
- Receipts and payments handled on one screen
- Customizable ledger accounts
- Fast set-up procedure gets you up and running quickly
- Quick and easy reporting
- Planning system ensures you don't miss important items to-do (Check rents, inspect properties, conduct maintenance, etc)

### System General Features

**Security System** - Ability to set up multiple users who may have limited access to specific functions or forms within the program. Each user will have their own password to gain access when they start the program.

- Roommates
- Lease Expiration Report
- Mailing Labels
- Tenant Information Reports
- Rent Roll Report

### **Reminder System**

No more missed lease expirations! No more searching for whose rent is late! You will be reminded of these and other priorities including:

- Late Rent
- Lease Expiration
- Incidents
- Work Order List
- Print Reminders

### **Buildings and Units**

Buildings can be single-family homes, or large complexes. You can easily set up your buildings and units. Some things you can record include:

- Appliances
- Contents.
- To-Do List
- Classified Ad
- Mortgage Information
- Insurance Information
- Wall / Floor Coverings
- Vacancy Reports
- Building Information Reports

### **Tenants**

You can keep simple or detailed records about each tenant. Some things you can record include:

- Incidents
- History of Letters Sent
- Personal Information
- Security Deposits
- Security Deposit Report
- Prospective Tenants
- Inactive Tenants
- Vehicles
- Employer
- Addresses
- Recurring Charges

### **Organize Income**

- Quick View of Tenant's Payment History
- Quickly Collect Rents
- Late Fees
- Income Categories
- Income Category Reports
- Payment Details
- One Time Charges
- Bank Deposit Report
- Profit and Loss Reports

- Tenant Receipts
- Invoices
- Late Rent Notices
- Receipt and Invoice Forms

### Expenses

Keep track of all expenses e.g.

- Expenses Not Associated With a Tenant
- Expenses Associated With a Tenant
- Office expenses
- Expense Reports

### Work Orders

- Charge Back All or Part of the Charges to a Tenant
- Be Reminded of Outstanding Work Orders
- Search for Work Orders

### Contractors/Owners/Payees

**Contractor List** - Keep track of your contractors. Search by contractor type

**Notes** - Note the quality of their work, for future reference

- **Vendor Reports** - Get reports showing the total paid to one or more contractors, owners, or payees.

### General Ledger

**The System has an Accounting integrated system**

With this add-on module, you can export your view your income, expenses and/or security deposit information. You can create and view:

- Customer Sales Receipts for each transaction.
- Security Deposits
- Tenant income
- Management Fee
- Chart of Accounts
- Accounts Movements
- Cash Book
- Trial Balance
- Customer Statements
- Rent Schedule
- Aged Analysis
- Invoices
- Etc

### Letters and Forms

#### Forms Included -

- Rental Application
- Residential Lease
- Property Inspection Checklist
- More

#### Letters which can be Included

- Welcome
- Late Rent Letter
- Verification of Residence Form
- Tenant Update Form
- Lease Renewal Form
- Lease Non-Renewal Letter
- Smoke Detector Procedures Form
- Changes to Property Inspection Checklist
- Management Survey Form
- Rental Prospect Form
- Application Rejection Letter
- Landlord Introduction Letter
- More