



REALTY INFORMATION SYSTEMS

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RIS Property Management is the perfect tool for managing all residential, commercial and industrial properties. *An industry leader for over 20 years.*

Amazing Price! Only \$500 for a one computer system, includes 2 hours of free training. Comparable to systems costing thousands of dollars. Manage an unlimited number of units at no additional cost.

- **Billing and Collections.** Keep track of tenant charges and payments; print rent bills and arrears reports; effortlessly handle subsidy payments. Retain all data for an unlimited number of years.
- **Leases.** Preparing and printing leases is efficient and convenient with our lease template creator. You can use our pre-defined leases or create your own leases and riders.
- **Accounting.** Complete general ledger program, includes MICR check printing. Capable of generating all financial reports required by any owner, manager or accountant from our cash or accrual system.
- **Document Management – Letter Writing.** RIS interfaces with Microsoft Word directly from the tenant screen and saves your document in the tenant database. We include a “merge letter” writing system to simplify letter writing, with an unlimited number of user definable template letters.
- **Document Management – Link Scanned Images.** You can link pictures, floor plans, scanned documents, etc. to the tenant database. This will help keep your documents accessible, and save you time and money looking for misplaced items.
- **Link Scanned Invoices.** Scanned images of invoices can be automatically linked to the check database for easy computer access from any computer.
- **Email.** All reports and bills can be emailed in pdf (or other formats) directly from the RIS program using Microsoft Outlook.
- **Management.** Unique in the industry is our “management” section. Our program assembles all arrears, lease expirations, work orders, unit vacancies, and pending legal actions for all tenants in all properties in one organized section. You do not have to print multiple reports to get this data on your desktop, and you can export these to Microsoft Outlook to synchronize with your pda.
- **Reminder System.** We also include a reminder system to help you track court ordered installment payments and repairs.
- **Work Orders.** Open work orders as well as completed repairs are easily printed and monitored with our program.
- **Energy Management.** We collect your utility usage and payments effortlessly through the general ledger check entry system and produce critical numeric and graphical reports detailing your energy consumption and costs. *Not available in any other program.*
- **Reporting and Analysis:** A powerful search and filter engine is built-in to our program, which expands to customize any report. You can also export any report data to Microsoft Excel for additional versatility.
- **Organization.** Our layout is unique in its logical, intuitive organization. You can have an unlimited number of companies, checkbooks and properties. Unlike other programs that require you to load/unload data sets, you can access all data from multiple companies, properties and checkbooks via one simple navigating button. With our internal search engine function, you can find even the most precise data or detail (a single payment, telephone number, social security number, etc.).
- **Government Forms.** Included are lead paint, window guard, W-9, 1098 and 1099 forms.
- **Credit Reports.** You can run credit reports over the internet from within our program.
- **Security.** All data resides on your computer and not on the internet. *Your data is safe.*
- **Data Backup.** We have partnered with an internet data backup company that will encrypt and back up your data on their servers for only \$2 per month.
- **Import/Export.** Starting up your data is easy. We have an import feature to import your tenant data from an Excel spreadsheet. We also export to Excel, pdf, csv, tif and html formats.
- **Networks.** The RIS program is fully networkable. The pricing is \$500 per year for a two station network; \$750 per year for a 5 station network; and \$1,000 for a 10 station network. Training extra.
- **Lock Box and ACH.** These features are included in the software but may require custom changes depending on your bank.

**Affordably manage properties with flexibility, accuracy, and ease.
RIS... The best management package at the best price.**