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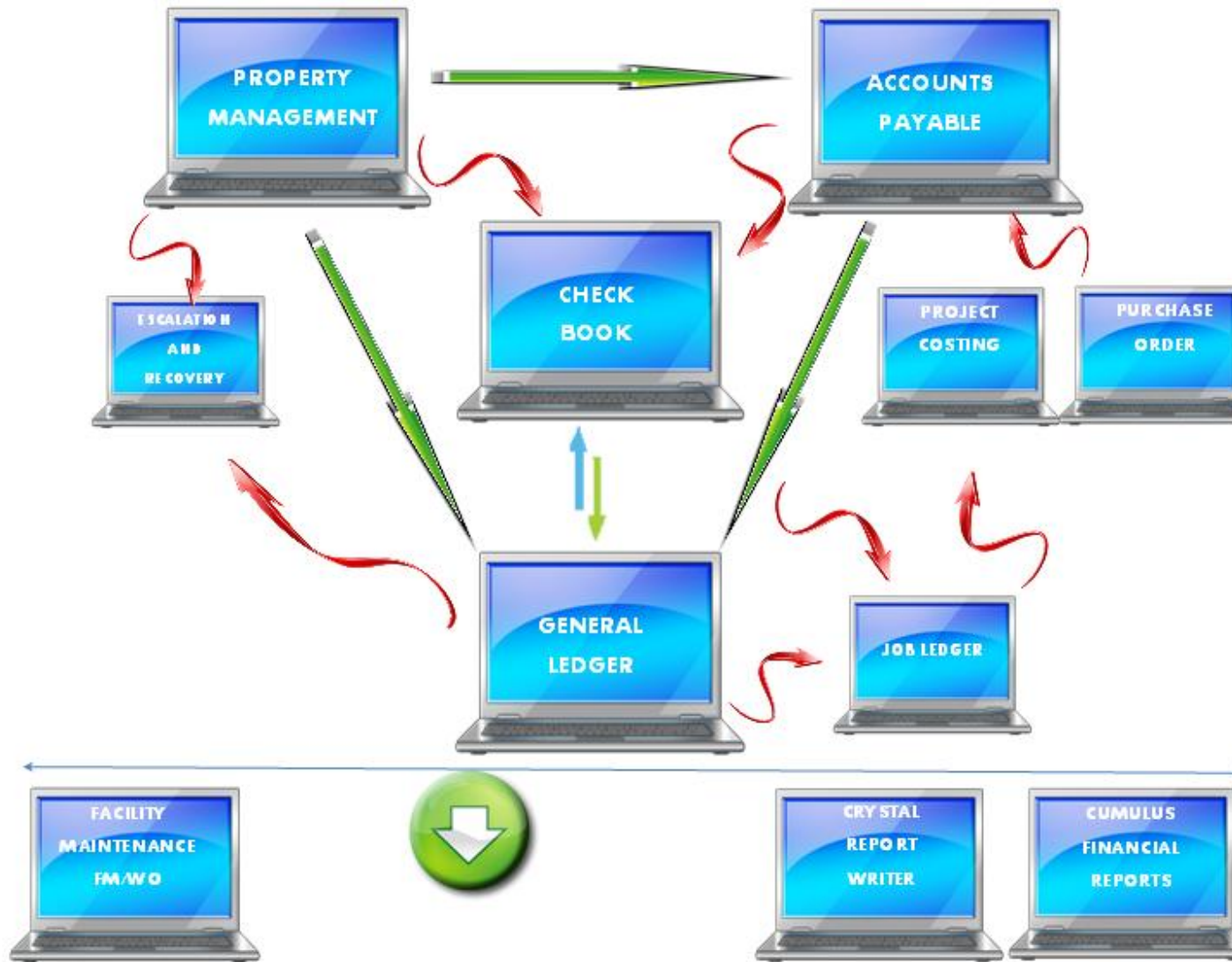
## **SKYLINE Commercial Property Management Reports**

These reports are representative of some of the information available from the SKYLINE Property Management Software. Most are standard SKYLINE Property Management reports that are available with the core system.

Escalation & Recovery reporting is demonstrated with this module's flexibility in custom designing your own Estimated and Reconciliation recap worksheets and letters for presentation to your tenants.

In addition, the Crystal Report Writer can be used to create additional customized reports to fit your specific reporting needs.

# The SKYLINE Reporting System



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# Rent Roll

The *Rent Roll* report lists each occupant in a property, in unit reference number order, along with the current monthly rent, the total number of square feet, and the yearly rent per square foot. You have the option to include rent increases or not. The report gives the starting and expiration dates for occupant leases and any deposits which are held. The property totals and grand totals for each of these categories are also given.

- A. The current monthly base rent is shown for each tenant
- B. Vacant space is shown with either the previous tenant's base rent or market rent
- C. Occupancy percentages are calculated in terms of unit and square feet
- D. Deposit Held is displayed

Unit Reference Number	Occupant Name	Monthly Rent	Square Feet	Rent Per Square Feet	Lease Starting Date	Lease Exp Date	Deposits Held
COMM-1	Warehouse of Clothing Corp.	38,100.00	80,000	5.72/yr 0.48/mth	2/01/1990	3/31/2015	2,500.00
COMM-A	VACANT	0.00	10,000	0.00/yr 0.00/mth			0.00
COMM-B	VACANT	2,083.33	2,500	10.00/yr 0.83/mth			0.00
COMM-10	Maximus Office	16,500.00	20,000	9.90/yr 0.83/mth	1/01/2003	12/31/2015	16,000.00
COMM-12	Laura Ashley Corp Offices	8,000.00	8,000	12.00/yr 1.00/mth	1/01/2001	12/31/2015	0.00
COMM-13	Laura Ashley Corp Offices	7,900.00	8,000	11.85/yr 0.99/mth		12/31/2015	2,500.00
<b>PROPERTY TOTALS :</b>							
Total Occupied Rents		607,110.80					
Total Vacant Rents		15,083.33					
Total Gross Rents		622,194.13					
Total Square Footage		414,500					
Average Rent/Sq. Ft. /Yr.		18.01					
Average Rent/Sq. Ft. /Mth		1.50					
Total Security Deposits		31,000.00					
					<b>Percentage of Occupied Units</b>		
					Total Occupied Units	21	
					Total Vacant Units	4	
					Total Units	25	
					Percentage Occupied	84%	
					<b>Percentage of Occupied Sq. Feet</b>		
					Total Occupied Sq. Feet	389,500	
					Total Vacant Sq. Feet	25,000	
					Total Square Footage	414,500	
					Percentage Occupied	94%	

# Detailed Rent Roll

The *Detailed Rent Roll* Report lists the deposits held for each occupant, along with the Previous and Current Balances for the time period specified for the properties and occupants you select. The report also lists all the transactions that occurred during the specified period and identifies vacant units.

- A. Detail of all tenant transactions during a reporting period
- B. Individual payments are shown. Payments display check number and batch
- C. Charge summary displays by charge code
- D. Recapped by payment and billed for the reporting period

SKYLINE PROPERTY MANAGEMENT						
5/9/2014						7:23:25AM
User: MANAGER						Page 14 of 29
<b>Detailed Rent Roll</b>						
4/1/2014 to 4/30/2014						
Property: BEST Financial Building						
Chicago, IL 60603						
UNIT REFERENCE NUMBER	OCCUPANT NAME AND ADDRESS	DEPOSITS HELD	PREVIOUS BALANCE	CURRENT BALANCE	TRANSACTIONS IN SELECTED RANGE	
					AMOUNT	DESCRIPTION
COMM-1	Warehouse of Clothing Corp. 1 Deerfield Blvd. Suite 1	10,000.00	0.00	0.00		
					19,364.83	CAM Estimate
					188,779.62	CAM Adjustment
					2,000.00	Insurance
					38,100.00	Monthly Rent
					3,238.50	Sales Tax
					3,817.80	TAX Estimate
					14,496.30	TAX Adjustment
					(269,797.05)	Pymt. Batch 784 Check 14
COMM-A	VACANT	0.00	0.00	0.00		
					0.00	
COMM-B	VACANT	0.00	0.00	0.00		
					0.00	
COMM-10	Maximus Office 10 Deerfield Blvd.	16,000.00	40,242.33	0.00		
					59,700.00	Quarterly CAM
					1,000.00	Insurance
					16,500.00	Monthly Rent
					1,402.50	Sales Tax
					(78,602.50)	Pymt. Batch 784 Check 104
					(40,242.33)	Pymt. Batch 784 Check 1041



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