

ZIV ASSETS AND RENTAL

Assets and Rental Management System

General

ZIV Rental is a comprehensive solution for the management of assets inventory, rent contracts, and all administrative and monetary issues related to the assets.

ZIV Rental handles the following issues:

- **Asset inventory management** - definition and updating of assets information on several levels, such as sites, buildings, various rental or sale units such as apartments, stores, industrial areas, etc., as well as the production of asset reports according to various profiles.
- **Management of rent or sale contracts** - definition of the contract units, definition of various types of linkages and currencies, management of payment schedules, business sale, production of account status reports, notices and follow-up reports.
- **Management/service contracts** - handling various charges, such as management fees, house committee, property tax, utility charges, etc., including the automatic issuing of debit notices.
- **Management of the collection administration** - reports on receipts and the issuing of invoices/receipts, processing credit and debit notices, follow-up on payment arrears, and various notices to clients.
- **Management of guarantees** - update and follow-up on guarantees and securities, and follow-up on expiration of guarantees.
- **Management and follow-up on maintenance** - costs and expenses.
- **Financial control and follow-up** - issuing financial reports according to various profiles and at various levels of consolidation, such as account status, monetary consolidation, expected income, etc.
- **Handling of interface to bookkeeping systems** - deals with the transfer of monetary movements based on invoices/receipts.

General description of the system's modules:

Basic Data

The Basic Data module defines general parameters and tables, such as types of linkage and currency rates, asset and contract status tables, various auxiliary tables, and so on.

Rental Inventory Management

This module handles the definition and management of the company's existing asset inventory. The system enables the definition of assets of various kinds, including information such as type of asset, areas, technical details, prices etc.

Various events related to buildings and assets may be reported on, such as legal matters, registration of assets, correspondence with various entities, and so on. In addition, follow-up and event handling reports may be produced.

Reports may be issued for the location of potential assets according to various criteria for the purpose of executing transactions.

Tenants and Contracts

This module deals with the definition of a tenants' rental contract according to its various stages.

A rent contract is composed of the following:

- General contract information, such as asset information, tenant information, cost of contract, linkage rules and interest details.
- Detailed payment schedule, including payments for rent and other expenses. The payment schedule may be constructed automatically according to the terms of contract and in accordance with the defined terms of payment.
- Definition and management of guarantees and securities.
- Production of reports according to various profiles, such as list of contracts, expected income and collection forecast, graphic reports on the rental status of assets.

Processing of Debits

This module deals with service contracts and various tenant charges and includes the following:

- Definition and update of service contracts for the provision of various services, such as house committee, maintenance services, security and cleaning services, etc. The service contracts include all financial aspects of the contract, including linkage and interest, payment schedules, etc.
- Definition of various tenant charges, such as property tax charges, electricity, water, various taxes, etc., including the definition of contribution percentages and loading of general costs and expenses on tenant contracts according to defined rules.
- Handling of business turn-over that enables the definition of brackets or amounts and turn-over percentages, updating of contract turn-over amounts according to time periods and updating of tenant payment orders according to turn-over and debit amounts defined in contract.

Report on Receipts

This module handles the recording of receipts from tenants according to type of payment, such as rent, management fees, various charges, and so on, as well as the issuing of invoices and/or receipts and credit/debit notices.

Invoices/receipts may be printed individually and/or by means of a daily printout that consolidates all movements recorded on a certain day.

Reports may be produced according to various profiles, such as consolidation of receipts, payment arrears, tenant account status, expected income and balance, monetary and statistical consolidations, etc.

Notices to Tenants and Institutions

The system enables the issuing of various notices to tenants, such as notices of arrears, notices of expected payments, notices about account status, termination and extension of contracts including realization of option, notices to banks on the renewal/redemption of guarantees, notices to local authorities on the debit/lack of debit of property tax account, and so on.

Using the Notice Wizard, the user may define various notice versions and produce notices according to different profiles, as required.

Cost Management

This module enables the management and follow-up on various costs and expenses, and it includes the following issues:

- Reports on various expenses, such as maintenance expenses, payment of taxes, management companies cost and so on, according to subject, asset and dates. The various management costs may be loaded on the tenants according to rules defined in the contract.
- Reports on actual payment dates and follow-up on executed and expected payments.
- Production of follow-up reports on expenses by asset, subject, and dates, and the display of asset management history.

Structure and Equipment Maintenance

This module enables the management of the maintenance administration of structures and equipment systems, such as elevators, fire extinguishing equipment, air-conditioning systems, which are defined and connected to system assets.

Management of the maintenance administration includes reports on various maintenance events related to the assets and equipment systems, follow-up on the handling of such events, follow-up on persons responsible for handling such events, production of reports and follow-up logbooks at various levels of consolidation and according to various profiles.

Reports

The system enables the production of detailed reports on the account status of each and every tenant, including itemization of payment notices (contract) versus actual payments, calculation of tenant's debt balance, and expected payments.

Consolidated reports on payment forecast, actual payments and arrears, which present the company status and enable managerial decision-making, are most important to the company's business activity.

Link to Bookkeeping

The system enables the creation of a file, which contains the monetary movements entered into the system, in the form of a movement logbook, in order to enable their transfer to the bookkeeping system.

