

ZIV RESIDENTIAL SYSTEM **Assets Sales Management Solution**

General

Ziv Residential offers a comprehensive solution to asset sales management.

The system enables management of the asset inventory and sales administration, handles various kinds of contracts, including additions and changes, and supports different forms of linkage and various currencies used in sales contracts.

Ziv Residential manages the following issues:

- **Asset inventory management** - definition and updating of asset information on several levels, such as project, buildings and apartments, plots and lands, and the production of asset reports according to various profiles.
- **Follow up on potential customers** while matching customer requirements to the desired asset.
- **Management of sales contracts** - definition of the contract units, tenant/customer filers, 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** - automatic issuing of requests for letters of guarantee based on receipts, reports on the receipt of guarantees, and follow-up on the expiration dates of guarantees.
- **Financial follow-up and control** – issuing financial reports according to various profiles and at various levels of consolidation, such as account status, monetary consolidation, expected income, etc.
- **Accounting interface** - handling transfer of monetary movements based on invoices/receipts.
- **Multi-site financial reports.**
- **Follow-up on registration of assets** by the Land Registry Bureau, including issuing of appropriate forms and reports.
- **Management and follow-up on maintenance** - costs and expenses.
Tenant complaints and repair year follow-up.

General description of the system modules:

Basic Data

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

Asset Inventory

This module handles the definition and management of the company's existing asset inventory. The system enables definition of projects while breaking them down into various components, such as buildings and apartments, plots/real estate and various assets, including the definition of various parameters, such as type of asset, area, blocks and parcels, number of rooms, exposure, technical specifications of assets, prices, etc. The system enables management of asset price lists while enabling their updating and the saving of price history.

Asset reports may be produced according to various profiles, such as asset types, sold/vacant assets, etc.

Potential Customers

This module handles the recording and follow-up of potential customers expressing interest in the purchase of assets. Customer information, required asset information, and date of request may be entered. The system enables the production of follow-up reports on potential customers according to various profiles.

Handling Contracts

This module handles the definition of tenant's purchase contracts according to the various stages of the purchase process.

A contract is composed of the following components:

- General contract information, such as asset information, buyer information, cost of contract, linkage rules and arrears interest calculations.
- Detailed payment schedule, including payments for purchase and for changes and additions, such as development, attorney fees, changes made to the asset, etc.
- Handling of tenant change order specifications based on clause price lists, including issuing of quotes and specifications for changes, construction of payment schedule according to specifications.
- Management of contract guarantees, including definition of guarantee information and issuing of various follow-up reports.

Use of service programs enables copying of contracts, payment schedules and assets. Reports may be issued according to various profiles, such as contract file, list of contracts, list of unsigned contracts, account status, financial consolidations, follow-up on arrears, expected income and collection forecast, etc.

Reports on Receipts

This module handles the recording of receipts from tenants according to the various kinds of payment. The system issues invoices/receipts and credit and debit notices. Invoices/receipts may be printed discretely and/or by means of a daily printing that consolidates all movements reported on a certain day.

Various follow-up reports may be produced, such as consolidation/detailing of receipts, detailing of invoices/receipts.

Notices to Tenants

The system enables issuing various notices to tenants, such as notice of arrears, notice of upcoming payments, notices on account status, and so on.

Using the Notice Wizard, the user may define different versions of notices and issue notices, as needed, according to various profiles.

Registration by the Land Registry Bureau

The Land Registration module enables follow-up on the registration of assets by the Land Registry Bureau and the transfer of rights, including registration of mortgages, warning remarks, seizures and bondage and the production of various printouts and follow-up reports.

Tenant Complaints and Repair Year

Handling of tenant complaints and repair year, including preparation of protocol for delivery of apartment, reports on tenant complaints, follow-up on handling of complaints, production of follow-up reports and statistics on tenant complaints, preparation of specifications for repair year works.

Project Master

Issuing of consolidated project reports according to building profile, with optional selection of projects to be included in the report. Such reports include consolidated financial reports, statistical reports, expected income and consolidated receipts.

Linkage to Bookkeeping

The system enables the production of a file that contains financial movements created in the system in the form of a movement logbook, to be transferred to the bookkeeping system.