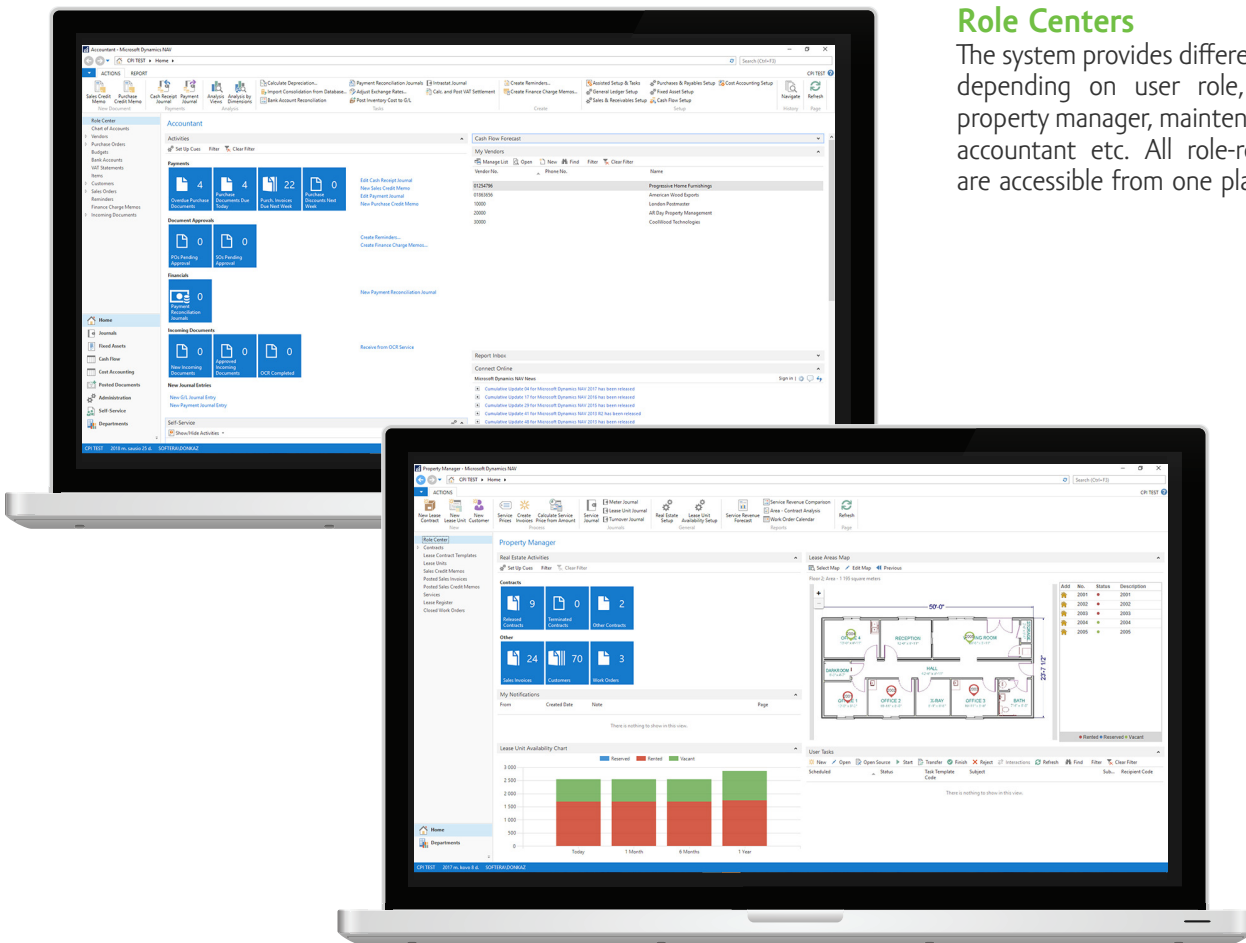# soft4
Real Estate

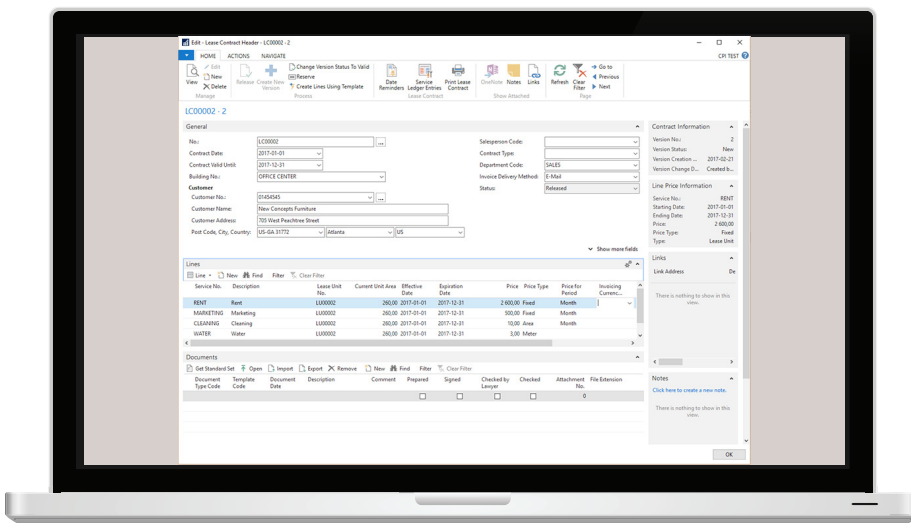Main **Soft4RealEstate** features

www.Soft4RealEstate.com

Role Centers

The system provides different dashboards depending on user role, for example property manager, maintenance manager, accountant etc. All role-related actions are accessible from one place!
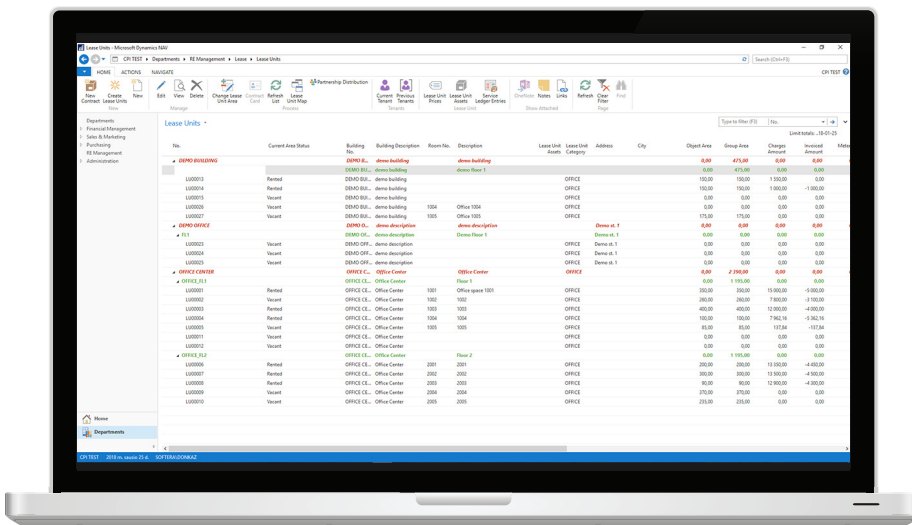

Originating and Managing Lease Contracts

With this system, you can create lease contracts, print them in your templates, set up various pricing rules, and terminate them. Multiple services or lease units can also be added to one contract. Moreover, you can set up reminders based on contract dates or upload files of any type. The system checks on data consistency and completeness, and provides a clear list of what is missing.
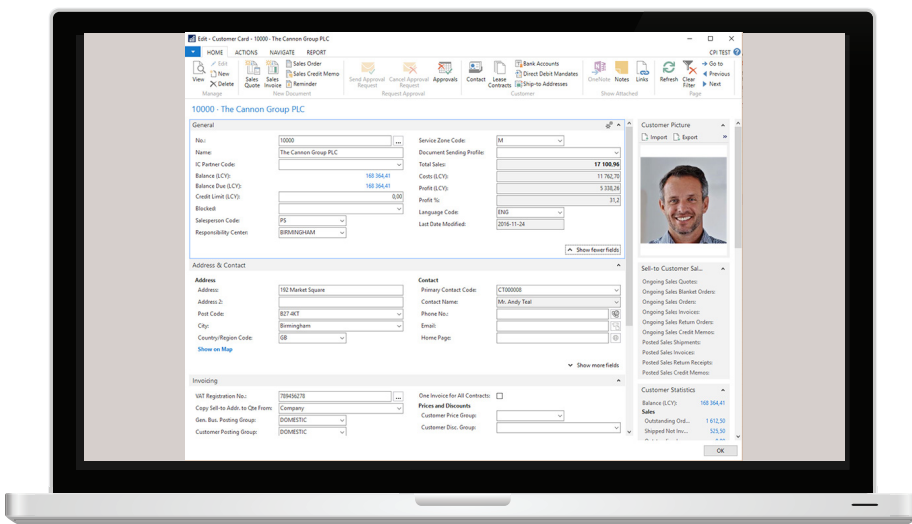
Property/Building/Units Management

This feature allows for the creation of a multilevel unit structure, as well as the expansion and collapsing of a unit tree view. It is possible to have building, floor and unit data, or create even more levels. The system can keep track of unit area changes, add assets to units, and upload pictures or floor maps. It is also possible to add notes or save links related to a specific unit or property.
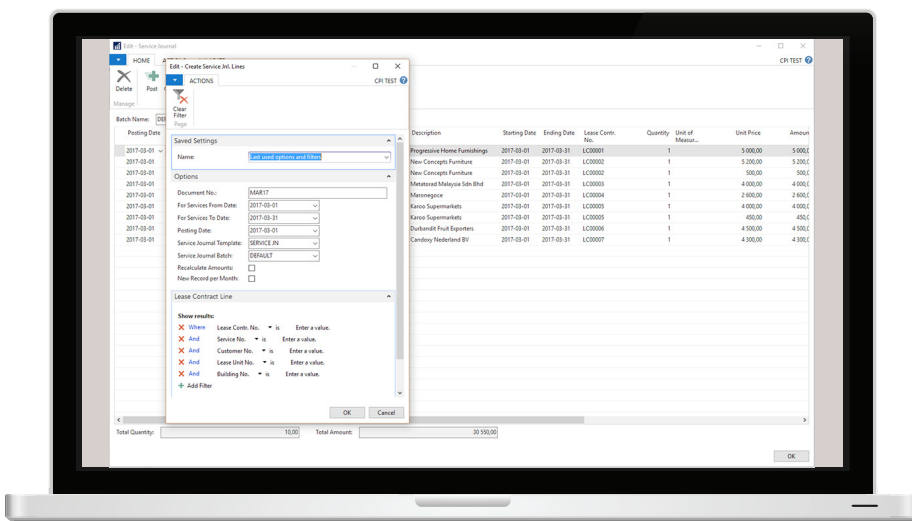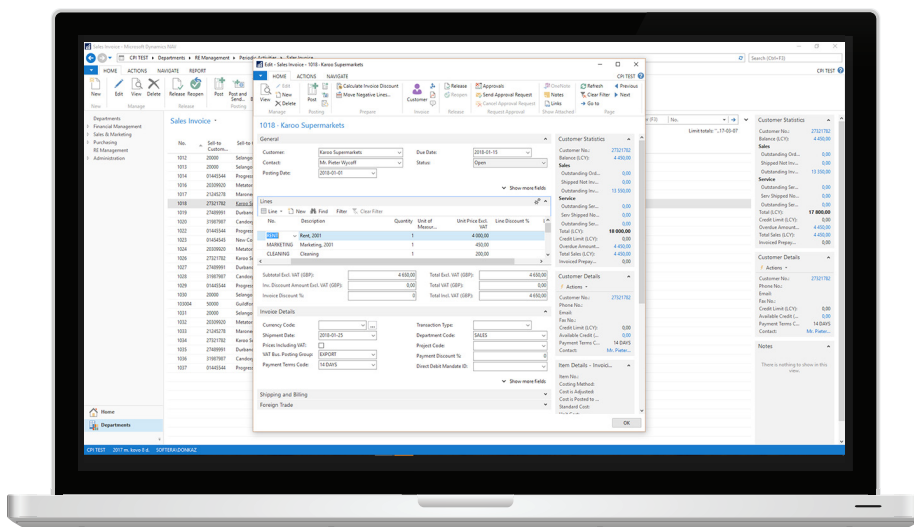

Tenant Portal

Using Tenant Portal, it is possible to grant tenants access to the web portal where they can check their contract details, track work orders, download invoices and see payment history. They can also enter retail shop sales amounts and submit communal services meter readings.
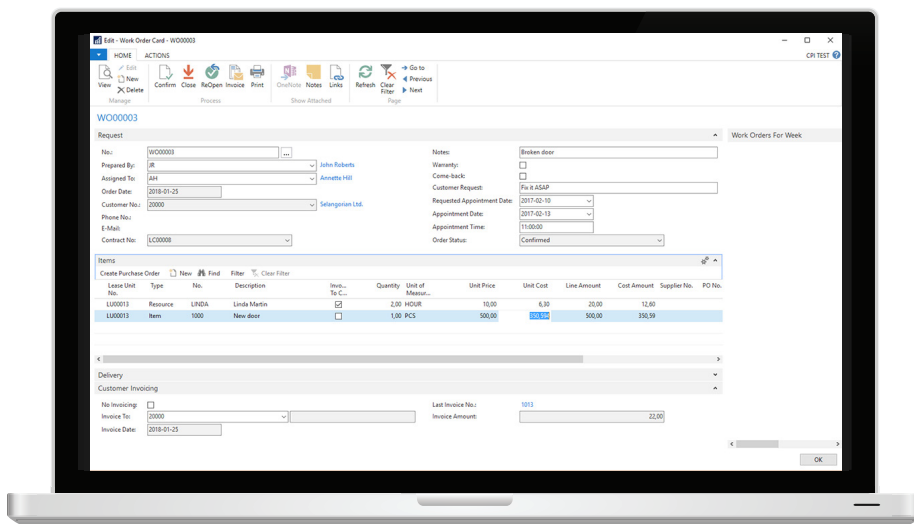

Charge Calculation

The system allows you to automatically calculate all charges for tenants based on contract details. Monthly, quarterly, yearly or other period calculations are all possible. The system can calculate charges based on: 1) Fixed price; 2) Price per area (sq. meters or sq. feet); 3) Meter readings (water, electricity etc.); 4) Tenant turnover (% of retailer sales). Common costs for building tenants based on the area of their premises can also be allocated.
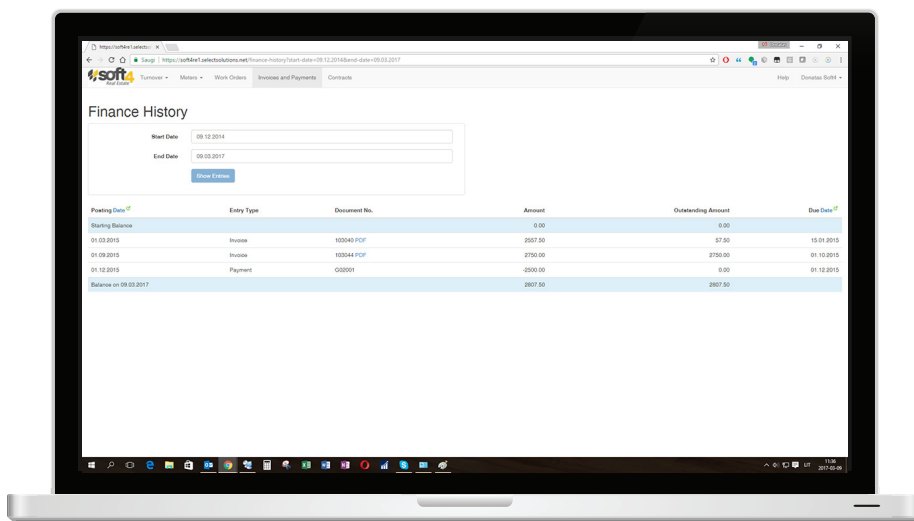
Invoice Creation and Sending

The system enables invoices to be created automatically based on charges calculated for tenants. It is possible to create them all at once or for separate properties, or just for specific services. After creating the invoice, all of them can be sent using the "invoice sending by email" function. Tenants will receive them in PDF format.
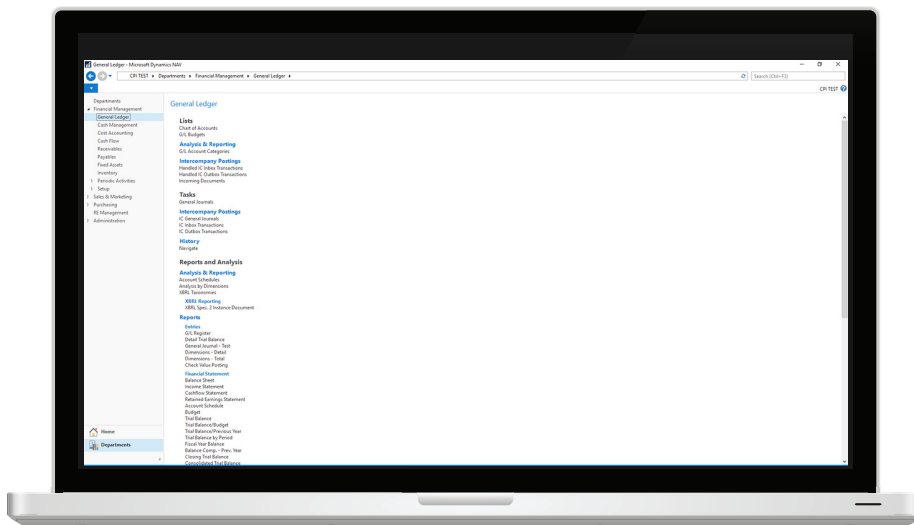

Work Order Management

This feature helps you to track customer requests and plan your maintenance work, create work orders, and set up appointment times and assign them to your employees. It is possible to create purchase orders for missing items and later create an invoice for the tenant based on work order details. There is also the possibility of tracking warranty work.
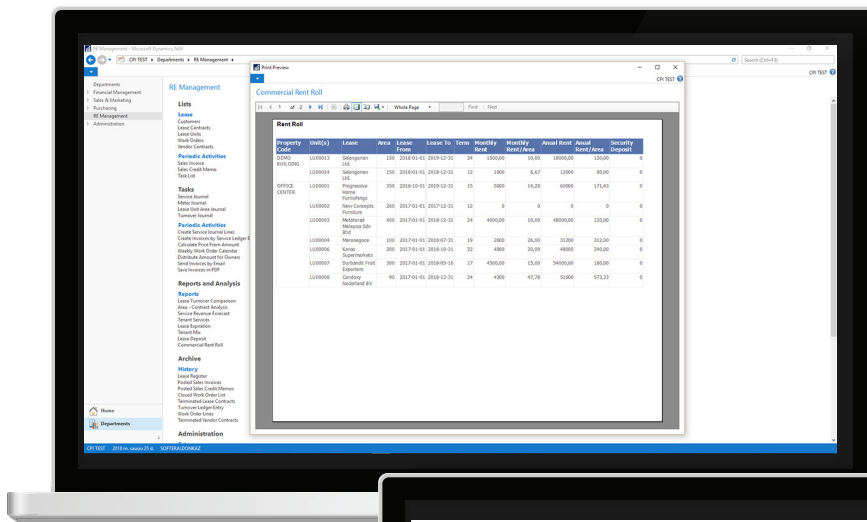

Tenant Management

The Tenant Management feature helps to easily manage tenant information, add different contacts for one tenant, track due invoices, payments and balances. It offers the possibility of setting up different bank accounts, checking customer aging reports and more.
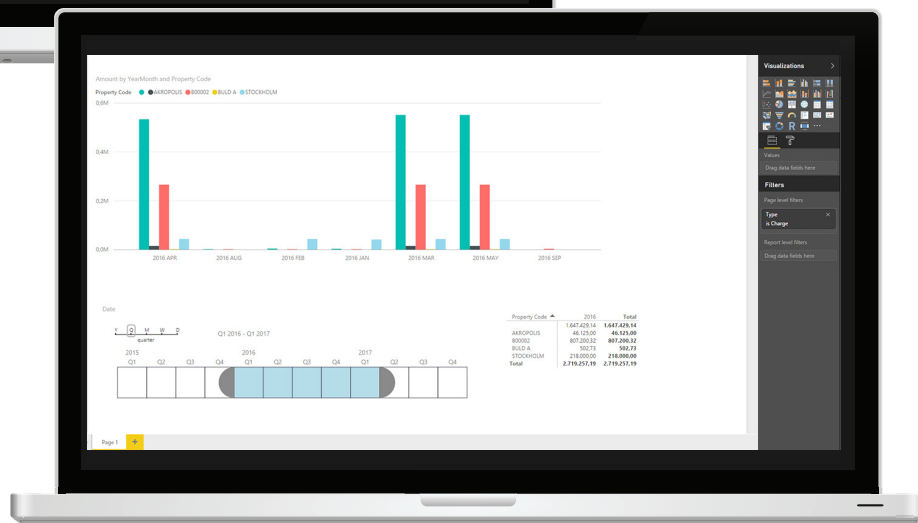
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General Ledger Integration

With this system you can set up G/L accounts for different services, as well as VAT or sales taxes. Invoices that are created automatically have property codes as dimensions. They can also be used when posting any transaction, so that later you can get G/L trial balances or any other report per property.

Reporting and Statistic Tools

There are many pre-designed reports such as rent roll, lease contract expiration, revenue forecast, and lease unit availability, as well as a set of data sources for building custom reports with external tools (BI systems or Excel Pivots).

Soft4RealEstate is a flexible solution for commercial real estate companies that own or manage retail, office, industrial or other type of commercial properties. We are able to customize particular functional software sets to satisfy the business requirements of companies managing different types of commercial property. Please e-mail us at info@soft4realestate.com to discuss how Soft4RealEstate can help to empower your business.

Each property management company is different. Each one requires a personal approach.

LET'S TALK.