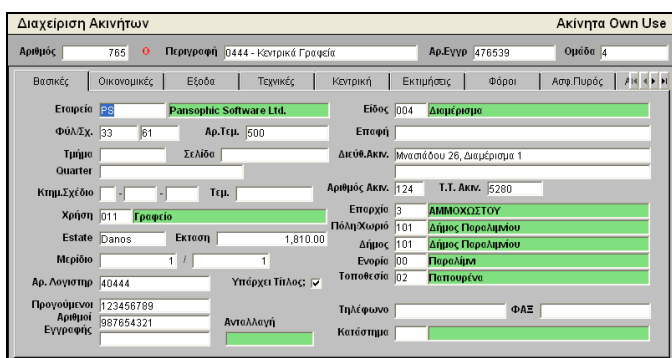


## PROPERTY MANAGEMENT SYSTEM (PMS)

The Property Management System (**PS-PMS**), has been design with the aim to help/assist companies /organizations who manage a large number of real estate properties offering many benefits like:

- Minimize the use of using paper documents
- On-Line, real time access to every information related to properties
- Easy follow-up of all actions related to properties
- Automatic calculation and checking of all payable taxes related to every property

The operation of the system in large banks/organizations for many years now, our continuous additions of new functionality/upgrading and our long experience in developing systems for the real estate market have established **PS-PMS** the best solution in the area of maintaining real estate properties.



Διαχείριση Ακινήτων - Ακίνητα Own Use

Αριθμός: 765, Περιγραφή: 0444 - Κεντρικό Γραφείο, Αρ.Εγγρ: 476539, Ορόση: 4

Εταιρεία: Pansophic Software Ltd., Είδος: 004 Διαμέρισμα

Φο.Α.Σχ.: 33, 61, Αρ.Τεμ.: 500, Εποχή:

Τμήμα: Σελίδα, Δικ.Ακν.: Μυσιπόδου 26, διμερίσματα 1

Κτημ.Σχέδιο: Τεμ., Αριθμός Ακν.: 124, Τ.Τ. Ακν.: 5280

Χρήση: 011 Γραφείο, Εποχή: 3 ΑΜΜΟΧΩΣΤΟΥ

Estate: Δαπος, Εκτόση: 1,910.00, Πόλη/Χωριό: 101 Δήμος Περαλαρίου

Μερίδιο: 1, 1, Δήμος: 101 Δήμος Περαλαρίου

Αρ. Λογιστη: 40444, Υπάρχει Τίτλος: , Τοποθεσία: 02 Περαλίνα

Προηγούμενοι Αριθμοί: 123456789, Τηλέφωνο: ΦΑΞ

Αριθμοί Εγγραφής: 987654321, Ανταλλαγή, Κατάστημα:

The **PS-PMS** system can manage Own Properties, Properties for Disposal, Rent Payable, Rent Receivable and Internal Costing (Cost Allocation), Advertising Signs, etc.

## Modules

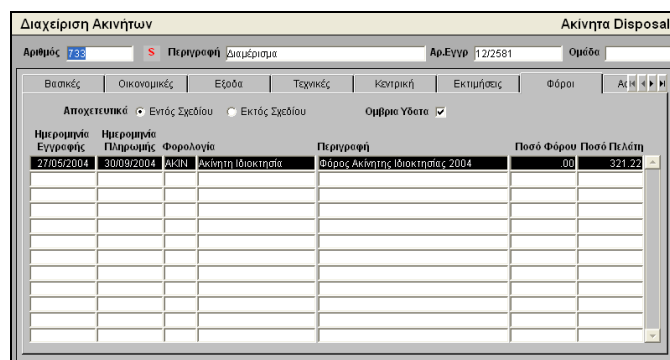
The system consists of the following main Modules:

- **Properties** – Properties maintenance (Own Use properties, Properties for Disposal)
- **Rental** – Rental maintenance (payable, Receivable, Internal Costing)
- **Taxing** – Calculation and maintenance of all property taxes.
- **Insurance** – Insurance maintenance for every property/rent individually.
- **Administration** – Παραμετροποίηση, ασφάλεια του συστήματος

## Properties Maintenance

The module includes a large number of functions and information maintenance for properties (distinguished as Own Use and as Disposal). All property information can be viewed in a single screen allowing users to have a complete image for a property easily and within seconds. The following is an indicative list of the information maintained for each property:

- Geographic Information and property characteristics for each.
- Financial Information (Purchase Cost, Transfer Costs, Commissions paid/received, Advertising Costs, Taxes paid, Auction Costs, Other expenses, etc.).
- Five different Values for Taxing purposes (Basic Value, Municipality Value, Sewage Board Value, Evaluated Value, Other value).
- Technical information and area of the property for basement, mezzanine, 8 floors and 3 underground levels (square meters per floor, usage type per floor, property share per floor).
- Viewing of all construction additions that have affected the value of the.
- Viewing of all expenses that have been spent for the property.
- Information regarding Central Bank regulations along with all necessary.
- Viewing and maintenance of all valuations that have been performed for the property.
- Viewing and maintenance of all Insurance policies regarding the property and its content.
- Viewing and maintenance of all correspondent letters exchanged regarding the property.
- Viewing and maintenance of all calendar entries that have been created for the property.
- Viewing and maintenance of an unlimited number of photos regarding the property.
- Viewing and maintenance of notes created for the property.
- Capability of displaying topographical maps with a marking of the property.



Διαχείριση Ακινήτων - Ακίνητα Disposal

Αριθμός: 765, Περιγραφή: Διαμέρισμα, Αρ.Εγγρ: 12/2581, Ορόση: 4

Αποθετευτικά:  Εγός Σχεδίου  Εκτός Σχεδίου, Ομήρια Υόστα:

Ημερομηνία Εγγραφής	Ημερομηνία Παραγωγής Φορολογίας	Περιγραφή	Ποσό Φόρου	Ποσό Πελ.Αύτ.
27/05/2004	30/09/2004	Δίκην Ακίνητη Ιδιοκτησία	Φόρος Ακίνητης Ιδιοκτησίας 2004	.00
				321.22

### Rentals Maintenance

The module includes a large number of functions and information maintenance for rentals (distinguished as Payable, Receivable and Internal Costing). All rental information can be viewed in a single screen allowing users to have a complete image for a rental, easily and within seconds. The following is an indicative list of the information maintained for each rental.

- Geographic Information and property characteristics for each.
- Information regarding Rental Contracts (Start, End, Payment frequency, Increases in rent, Deposit Amounts, Guarantees, Loans, Penalties, εκχώρηση Contract, etc.).
- Financial Details regarding a rent contract (viewing of all contracts, renewal indication, system renewal, user renewal, accounts payments, etc.).
- Technical information and area of the property for basement, mezzanine, 8 floors and 3 underground levels (square meters per floor, usage type per floor, property share per floor).
- Viewing of all additions that have affected the value of the.
- Account transactions (Statement), debits, credits, credit notes, adjustments, etc. for every rental contract.
- Viewing and maintenance of all valuations that have been performed for the property.
- Viewing and maintenance of all Insurance policies regarding the property and its content.
- Viewing and maintenance of all correspondent letters exchanged regarding the property.
- Viewing and maintenance of all calendar entries that have been created for the property.
- Viewing and maintenance of an unlimited number of photos regarding the property.
- Viewing and maintenance of notes created for the property.
- Capability of displaying topographical maps with a marking of the property.

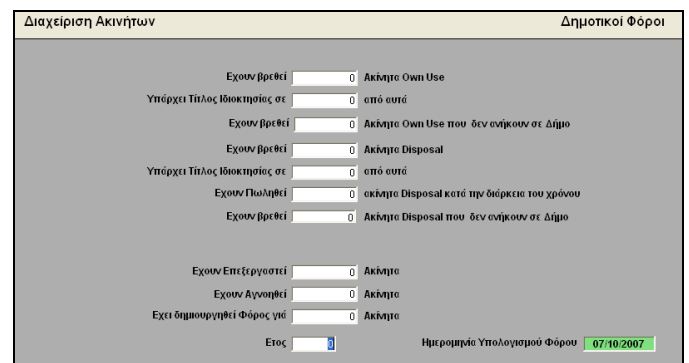
### Taxing – Calculations & Maintenance

The system can manage any number of different taxes which can be defined by the users, depending to their requirements, for each property.

Especially for the Ownership Tax, the Government Tax, the Municipality Tax and the Sewage Board Tax, the system has the capability of automatic calculation based on user defined parameters. The taxes can be calculated on any of the five different values for each property.

In addition the system allows for individual taxes calculation for a single property. The automatic or individual creation of taxes, creates the appropriate accounting entries for every property in two stages, temporary taxes and final taxes.

For properties that have been sold or purchased, the users have the capability of splitting the tax amount for the Buyer or Seller. In a future version the system will have the capability of creating automatically customer debits.



### Insurance Maintenance

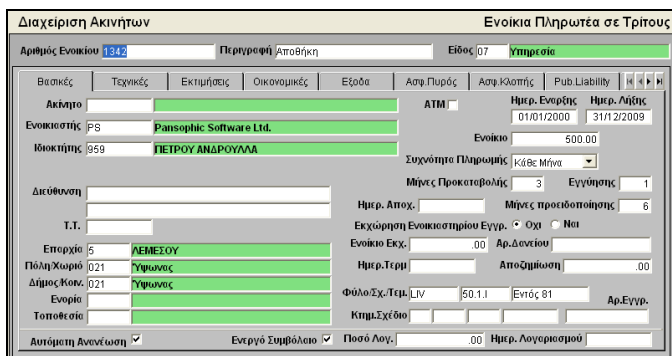
**PS-PMS** handles any type of insurance types the users may create (Fire, Burglary, Public Liability, etc.) It maintains all insurance contracts (active, expired, amended or cancelled).

Input of insurance policies can be done either automatically through an interface file provided by the Insurance Company or Manually for every property.

Automatic input of policies, offers faster, accurate processing and maintenance. In this way users save time for verification only.

The system includes the appropriate functionality which generates alerts for upcoming policies expiration.

Finally the system includes a large number of reports regarding insurance properties for properties.





### Municipality Tax

The Municipality Tax procedure is calculating the tax for each property automatically, based on the user's pre-defined parameters. The parameters may be different for each municipality and can be maintained by the users.

The municipality tax can be calculated on any of the five values defined for each property.

After the automatic calculation, the users have the capability of adjusting/correcting the calculated taxes before their final verification and confirmation. Confirmation of taxes, generates accounting entries which can be posted through an interface file to an ERP system.

In addition, after confirmation, the system generates the appropriate entries which are posted to every property's financial information.

### Sewage Board Tax

The Sewage Board Tax procedure is calculating the tax for each property automatically, based on the user's pre-defined parameters. The parameters may be different for each sewage board and can be maintained by the users.

The Sewage Board tax can be calculated on any of the five values defined for each property.

The system supports up to 3 payments for Sewage Board taxes.

After the automatic calculation, the users have the capability of adjusting/correcting the calculated taxes before their final verification and confirmation. Confirmation of taxes, generates accounting entries which can be posted through an interface file to an ERP system.

In addition, after confirmation, the system generates the appropriate entries which are posted to every property's financial information.

### Temporary Taxes

After the automatic taxes calculation for the Government, Ownership, Municipality and Sewage Board, the system generates "temporary" taxes. In these temporary tax amounts, the users have the option of adjusting / correcting / cancelling any amount before finalization / confirmation.

### Taxes Finalization / Confirmation

After any possible tax amount adjustments, the users have the capability of finalizing / confirming them. Finalization creates automatically the appropriate interface file for posting to an ERP system and generates accounting entries for each property individually.

### Valuers / Valuations

The system supports the creation and maintenance of any number of valuations for every property. A single property may be evaluated by more than one Valuers which are maintained in the system.

The system automatically provides information regarding properties that have not been evaluated for a user defined period (Basel II).

### Real Estate Agents

The maintenance of Real Estate Agents is used by the system for the calculation of commission during sales and purchases. In addition are used when creating property exclusivities for sale or purchase.

### Companies

The system supports the creation of any number of Companies. Every property created in the system belongs to a company. After the creation of a property sale, the users have the capability of transferring the Company with all its associated properties.

Many system reports can be generated for a specific company only. The Government Tax can be calculated on a specific company as well.

### Calendar

The calendar actions subsystem allows users to create any number of calendar entries for each property or for a company. Calendar entries created can be queried at any time based on various criteria.

Διαχείριση Ακινήτων		Καθορισμός Δημοτικών Φόρων			
Επαρχία	Δήμος Κοινότητα Σοφ.Βελτιστώσεως	Φ	%	/ Αγο Δημ Απο ΑΛΛ Τη	
ΛΕΥΚΟΣΙΑΣ	Γερόλεκκος	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
ΛΕΥΚΟΣΙΑΣ	Γούρη	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
ΛΕΥΚΟΣΙΑΣ	δάσει	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
ΛΕΥΚΟΣΙΑΣ	Δήμος Έγκωμης	<input checked="" type="checkbox"/>	1.50	1,000	<input type="checkbox"/>
ΛΕΥΚΟΣΙΑΣ	Δήμος Αγίου Δομετίου	<input type="checkbox"/>			<input type="checkbox"/>
ΛΕΥΚΟΣΙΑΣ	Δήμος Αφάντου (Αφάτου)	<input checked="" type="checkbox"/>	1.50	1,000	<input type="checkbox"/>
ΛΕΥΚΟΣΙΑΣ	Δήμος Ιβαδίου	<input type="checkbox"/>			<input type="checkbox"/>
ΛΕΥΚΟΣΙΑΣ	Δήμος Κυθρέας	<input type="checkbox"/>			<input type="checkbox"/>
ΛΕΥΚΟΣΙΑΣ	Δήμος Λαγκατάμεως	<input checked="" type="checkbox"/>	1.50	1,000	<input type="checkbox"/>
ΛΕΥΚΟΣΙΑΣ	Δήμος Λιτσίων (Λακκιά)	<input checked="" type="checkbox"/>	1.50	1,000	<input type="checkbox"/>
ΛΕΥΚΟΣΙΑΣ	Δήμος Λευκωσίας	<input checked="" type="checkbox"/>	1.50	1,000	<input type="checkbox"/>
ΛΕΥΚΟΣΙΑΣ	Δήμος Μόρφου	<input checked="" type="checkbox"/>	1.50	1,000	<input type="checkbox"/>
ΛΕΥΚΟΣΙΑΣ	Δήμος Στραβόλου	<input checked="" type="checkbox"/>	1.50	1,000	<input type="checkbox"/>
ΛΕΥΚΟΣΙΑΣ	Όμο Ποταμού	<input type="checkbox"/>			<input type="checkbox"/>
ΛΕΥΚΟΣΙΑΣ	Ελάι	<input type="checkbox"/>			<input type="checkbox"/>
ΛΕΥΚΟΣΙΑΣ	Επισκοπή	<input type="checkbox"/>			<input type="checkbox"/>
ΛΕΥΚΟΣΙΑΣ	Επινός	<input type="checkbox"/>			<input type="checkbox"/>
ΛΕΥΚΟΣΙΑΣ	Ερμιές	<input type="checkbox"/>			<input type="checkbox"/>
ΛΕΥΚΟΣΙΑΣ	Ευρύτου	<input checked="" type="checkbox"/>	.80	1,000	<input type="checkbox"/>



## Letters

The Letters subsystem allows users to connect any number of letters/documents to a property, company, rentals, sales, purchases, etc. The connected documents can be viewed at any time and can be queried based on various criteria.

## Estate Agents Exclusivities

Properties which have been defined for sale can be given to estate agents exclusively with an optional pre-defined commission. During a property sale, the system alerts automatically the users for such exclusivities.

Even when a property has exclusivity, the system allows the participation of other estate agents, during a sale, with a separate commission.

## Property Additions / Maintenance

The procedure allows users to create various costs for a property. The additions / maintenance types can be created by users at any time and are unlimited. The procedure offers the capability of following-up all expenses related to a property which might affect its selling price.

## Pricelists

The system maintains the pricelist, of properties for sale in four different languages. Some pricelist properties may have exclusivities for specific estate agents or not. In addition every property in the pricelist can have an approved selling price along with a minimum selling price.

## Activate Rental Termination Procedure

The procedure activates the warning process of the property owner regarding the organizations intention to terminate a rental contract.

The activation generates reminders to users in time that has been defined in contract rules.

## Rentals Termination

The rental termination can be activated for a contract that will normally expire or not. In case of premature termination, the systems allows for defining a possible penalty amount.

## Rental Account Statement

The procedure displays all transactions for a selected rental property. The statement shows all

debits generated automatically by the end of month procedure along with all credits created by the users for every payment.

Viewing of rental property transactions can be requested for any calendar period.

## Receipts / Payments / Credit Notes

The procedure is used for creating transactions regarding rentals. Rental debits, payable rental credits and internal rental credits are created automatically by the end of month procedure.

## Automatic Rental Renewals

Renewal of rental properties is created automatically by the end of month procedure. All contracts that expired during the current month are renewed. Renewal is based on the current contract rules. In case that there are no current contracts, the system uses the last active contract together with the relevant parameters in order to decide about the renewal contract rules. Such renewals are marked with a special indication.

## Periodic Procedures

The system includes an end of month and an end of year procedures. Their main functionality is the renewal of expiring rental contracts and housekeeping. In addition the procedures are generating automatically debits and credits regarding rentals based on user defined parameters.

Διαχείριση Ακινήτων		Κλείσιμο Μήνα			
Μήνος Κλείσιματος: 4 2007		Εγγρ	Προβλ	Αγνοή	Επιτυχ
Ανεκώσεις Πληρωτέων Ενοικίων	✓ Η διαδικασία δεν έχει ολοκληρωθεί	0	0	0	0
Ανεκώσεις Εισπρακτέων Ενοικίων	✓ Η διαδικασία δεν έχει ολοκληρωθεί	0	0	0	0
Ανεκώσεις Χρεώσεων	✓ Η διαδικασία δεν έχει ολοκληρωθεί	0	0	0	0
Ενοίκια Πληρωτέα - Δημιουργία Χρεώσεων	✓ Η διαδικασία δεν έχει ολοκληρωθεί	0	0	0	0
Ενοίκια Πληρωτέα - Δημιουργία Πιστώσεων	✓ Η διαδικασία δεν έχει ολοκληρωθεί	0	0	0	0
Ενοίκια Εισπρακτέα - Δημιουργία Χρεώσεων	✓ Η διαδικασία δεν έχει ολοκληρωθεί	0	0	0	0
Εσωτερικές Χρεώσεις - Δημιουργία Χρεώσεων	✓ Η διαδικασία δεν έχει ολοκληρωθεί	0	0	0	0
Εσωτερικές Χρεώσεις - Δημιουργία Πιστώσεων	✓ Η διαδικασία δεν έχει ολοκληρωθεί	0	0	0	0
Εγγρ	Ενεργές Εγγραφές	Παρατηρήσεις			
Προβλ	Προβλήματα στην επεξεργασία	1. Αν επαναληφθεί η διαδικασία για κάποιο μήνα, τότε οι εγγραφές που έχουν δημιουργηθεί θα αγνοηθούν			
Αγνοή	Εγγραφές που αγνοήθηκαν				
Επιτυχ	Επιτυχημένες ανακώσεις ή εγγραφές				

## Reports

The **PS-PMS** is accompanied with a large number of reports which are used by the various departments of the organization. All reports can be viewed on the screen and provide zooming capability.

The users can specify various criteria for the majority of the reports, increasing in this way the number of available reports.

## Alerts

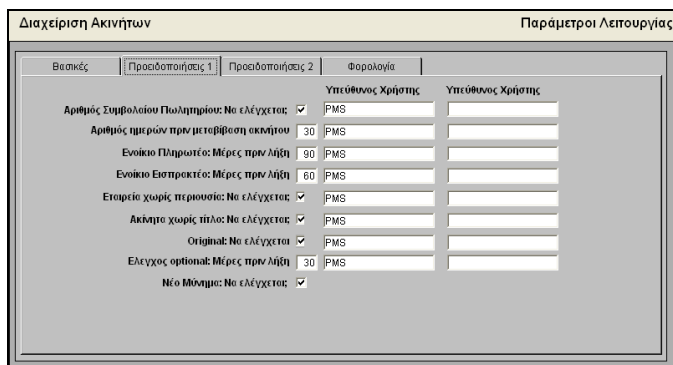
The Alerts subsystem creates notifications to the users for a large number of system generated events. Notifications include rental expiration, payment of taxes, property transfers, insurance policies expiration, etc.

The system administrator can define which users (up to two) will be notified for every system event. The administrator can define the number of days prior to the event, the users will be notified.

The system also can notify users for events that do not depend on dates (companies without any property, if there are any properties without a title deed, if there are any properties without the original title deed, etc.).

The notifications are displayed automatically when a user logs-into the system. The notifications are displayed until the cause that raised them is fulfilled.

In addition, the system can display/print notifications at any time, after the relevant user has been entered into the system.



## Administration – Parameters

The system offers the capability to system administrators to parameterize various system components at any time.

System parameters refer to tax calculation rules, information grouping, etc.

Indicative list of system parameters:

- Calculation of Government Tax
- Calculation of Ownership Tax
- Calculation of Municipality Tax

- Calculation of Sewage Board Tax
- Branches/Departments
- Additions/maintenance Types
- Property Types
- Property Usage Types
- Financial Transactions Types
- Types of Taxes
- Insurance Types
- Districts
- Towns/Villages
- Municipalities/Communal Authorities
- Quarters
- Areas
- Letter Templates
- Messaging

## System Security

Access to the system is allowed only to authorized users. System Administrator can create any number of users.

Access to the system is performed by providing a valid user code and its valid password. As soon as a user is verified the system display's the user's notifications automatically.

The system administrator can assign what functionality every user is allowed to execute in the system. Allowed functionality can be amended at any time.

## Support/Upgrades

The **PS-PMS** is operated by large Banks and Institutions in real environment since 2001 reaching a level that covers all requirements regarding the management of estate properties.

**Pansophic's** experience in the area of estate property maintenance systems along with our long experience in developing software system's, assure for instant and quality support.

Pansophic is providing an upgraded version of the system at least once a year offering new functionality or functionality based on customer requirements.

## Ελάχιστος Απαραίτητος Εξοπλισμός

Server	Microsoft Windows 2000
Database	Oracle RDBMS 8.1.5
Clients	Microsoft Windows XP/2000
Network	Microsoft TCP/IP