

## Crisis Management Module

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Functionality that complements Yardi's Payment Deferral Residential Toolkit Features

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## Module Overview

Tracking and reporting of rent deferral requests and late fee reversal.

Features include:

1. Custom One-to-Many Tables
2. Rent Deferral Tracking Request report
3. Rent Repayment Detail report
4. Daily Collections report
5. Late Fee Reversal functionality and report

## Custom One-to-Many Tables

**Global** table:

- Track crisis name, start date, and end date. Late fee reversal charge code, if the same for all properties

**Property** table:

- Track crisis name, late fee reversal (yes or no), and whether late fee reversals are applicable for the entire property or by tenant

**Tenant** table:

- Track crisis name, deferral request date, amount requested, hardship type, and approval. The table will also track late fee reversal if applicable at the tenant level.

## Rent Deferral Request Report

### Rent Deferral Request Report

Property: Sunny Meadows  
Crisis: COVID-19 (3/11/20 - 4/30/20)  
As of: 4/6/20

Crisis Name	Property Name	Approval Status	Approval Date	Unit	Unit Type	Name	Lease Total	Move In	Lease Begin	Lease Expiration	Request Date	Deferral Amt Requested	In Eviction Prior to Crisis	Hardship Type	Financial Hardship Verified	Documents Received	Measures to Mitigate Loss
COVID-19	Sunny Meadows	Approved	3/26/2020	301	A1	Jon Doe	800	6/14/2019	6/14/2019	6/30/2020	3/1/2020	800	No	Out-of-pocket medical expenses	Yes	Yes	Yes

Crisis Name	Property Name	Approval Status	Approval Date	Unit	Unit Type	Name	Lease Total	Move In	Lease Begin	Lease Expiration	Request Date	Deferral Amt Requested
COVID-19	Sunny Meadows	Approved	3/26/2020	301	A1	Jon Doe	800	6/14/2019	6/14/2019	6/30/2020	3/1/2020	800

Deferral Amt Requested	In Eviction Prior to Crisis	Hardship Type	Financial Hardship Verified	Documents Received	Measures to Mitigate Loss	Applicant Comments	Manager Comments
800	No	Out-of-pocket medical expenses	Yes	Yes			



# Rent Repayment Detail Report

## Rent Deferral Repayment Detail

Property Code	Property Name	Unit	Resident	Name	Deferred Total Amount	Recovery Start Date	Recovery End Date	Recovery Duration (in Months)	Recovery Amount Per Month	Month	4XXXX Rent Deferred	4XXXX Recovery Amount Billed	12XXXX Deferred Rent Receivable
2001	Solar Winds	1202	t0000878	Brian Snyder (Current)	600.00	5/1/2020	6/30/2020	2	300.00	Apr-20	(600.00)		(600.00)
										May-20		300.00	300.00
										Jun-20		300.00	300.00
											(600.00)	600.00	0.00
2001	Solar Winds	1202	t000061	Joyce Green (Current)	1,000.00	5/1/2020	7/31/2020	3	333.33	Apr-20	(1,000.00)		(1,000.00)
										May-20		333.33	333.33
										Jun-20		333.33	333.33
										Jul-20		333.33	333.33
											(1,000.00)	999.99	(0.01)

# Rent Daily Collections Report

**Daily Rent Collections**  
 Property: Pacific Palms (resca01)  
 Period: 12/2007



**Current Month Rent Charges**

Property: Pacific Palms (resca01)  
 Period: 12/2007

Control Number	Batch Number	Charge Date	Person	Charge Code	Charge Name	Charge Amount	Reference	Notes	Account Code	Account Description
<b>Pacific Palms (resca01)</b>										
C-28750	528	12/01/2007	Keyes, Julius (t0000856)	rentres	Rent- Residential	900.00	:RENT PostTran	Rent- Residential (12/2007)	4430-0000	Rent - Residential
C-28752	528	12/01/2007	Hatcher, Caroline (t0000857)	rentres	Rent- Residential	1,000.00	:RENT PostTran	Rent- Residential (12/2007)	4430-0000	Rent - Residential
C-28754	528	12/01/2007	McComas-1, Richard (t0000858)	rentres	Rent- Residential	1,200.00	:RENT PostTran	Rent- Residential (12/2007)	4430-0000	Rent - Residential
C-28756	528	12/01/2007	Zahvi, Bohvi (t0000859)	rentres	Rent- Residential	1,200.00	:RENT PostTran	Rent- Residential (12/2007)	4430-0000	Rent - Residential
C-28759	528	12/01/2007	Nute, Maura (t0000860)	rentres	Rent- Residential	1,000.00	:RENT PostTran	Rent- Residential (12/2007)	4430-0000	Rent - Residential
C-28761	528	12/01/2007	Kovalska, Beth (t0000861)	rentres	Rent- Residential	900.00	:RENT PostTran	Rent- Residential (12/2007)	4430-0000	Rent - Residential
C-28763	528	12/01/2007	Khatri, Shams (t0000862)	rentres	Rent- Residential	900.00	:RENT PostTran	Rent- Residential (12/2007)	4430-0000	Rent - Residential
C-28765	528	12/01/2007	Utlvugt, Shawn (t0000863)	rentres	Rent- Residential	1,000.00	:RENT PostTran	Rent- Residential (12/2007)	4430-0000	Rent - Residential
C-28768	528	12/01/2007	Persaud, Priva (t0000864)	rentres	Rent- Residential	1,200.00	:RENT PostTran	Rent- Residential (12/2007)	4430-0000	Rent - Residential

**Current Month Rent Receipts**

Property: Pacific Palms (resca01)  
 Period: 12/2007

Control Number	Batch Number	Receipt Date	Person	Total Receipt Amount	Amount Applied to Period Rent	Payment Number	Notes
<b>Pacific Palms (resca01)</b>							
R-17885	1174	12/06/2007	Keyes, Julius (t0000856)	1,160.00	900.00	6548	
R-17886	1174	12/06/2007	Hatcher, Caroline (t0000857)	2,075.67	1,000.00	54021	
R-17887	1174	12/06/2007	McComas-1, Richard (t0000858)	2,378.00	1,200.00	2171	
R-17888	1174	12/06/2007	Zahvi, Bohvi (t0000859)	2,525.00	1,200.00	3217	
R-17889	1174	12/06/2007	Nute, Maura (t0000860)	1,900.00	982.33	65465	
R-17890	1174	12/06/2007	Kovalska, Beth (t0000861)	1,705.00	900.00	65408	
R-17891	1174	12/06/2007	Khatri, Shams (t0000862)	1,600.00	856.00	65478	
R-17892	1174	12/06/2007	Utlvugt, Shawn (t0000863)	2,055.00	1,000.00	98705	

**Current Month Crisis Credits**

Property: Pacific Palms (resca01)  
 Period: 12/2007  
 Crisis Credit Charge Code: deferral

Unit	Control Number	Batch Number	Credit Date	Person	Charge Code	Charge Name	Credit Amount	Reference	Notes	Account Code	Account Description
<b>Pacific Palms (resca01)</b>											
1101	C-51366	1133	11/04/2007	Keyes, Julius (t0000856)	deferral	COVID-19 Deferral	500.00	:DefCredit	Deferred rent	4475-0000	Less: Deferral
1204	C-51183	1133	11/04/2007	Fronek, Connie (t0000242)	deferral	COVID-19 Deferral	1,025.00	:DefCredit	Deferred rent	4475-0000	Less: Deferral
1205	C-51185	1133	11/05/2007	Arms, Ruby (t0000243)	deferral	COVID-19 Deferral	400.00	:DefCredit	Deferred rent	4475-0000	Less: Deferral
1206	C-51186	1133	11/04/2007	Singh, Ranjit (t0000244)	deferral	COVID-19 Deferral	650.00	:DefCredit	Deferred rent	4475-0000	Less: Deferral
1207	C-51188	1133	11/04/2007	Kaur, Bhunpinder (t0000245)	deferral	COVID-19 Deferral	200.00	:DefCredit	Deferred rent	4475-0000	Less: Deferral
1208	C-51190	1133	11/04/2007	Patel, Dharmesh (t0000246)	writtoff	Bad Debt - Writtoffs	500.00	:DefCredit	Deferred rent	4475-0000	Less: Deferral

## Late Fee Reversal Function and Report

The Late Fee Credit function allows users to automatically credit back late fees across one or more properties or tenants without the need to reverse the original late fee charges.

**Charge/Credit Register by Tenant**

Property=resca01 AND Charge=late,writtoff AND Post date mm/yy=02/2020-02/2020 AND Group By=Charge

Property	Unit	Code	Name	Status	Date	Period	Control	Account	Charge Code	Charge Amount	Remarks
late											
resca01	1101	10000856	Keyes, Julius	Notice	02/04/2020	02/2020	C-48349	4915-0000	late	50.00	Late Fees late fees
resca01	1101	10000856	Keyes, Julius	Notice	02/22/2020	02/2020	C-48350	4915-0000	late	22.00	Late Fees late fees, 22 days @ \$1.00/day
resca01	1103	10000857	Hatcher, Caroline	Current	02/04/2020	02/2020	C-48351	4915-0000	late	50.00	Late Fees late fees
resca01	1103	10000857	Hatcher, Caroline	Current	02/22/2020	02/2020	C-48352	4915-0000	late	22.00	Late Fees late fees, 22 days @ \$1.00/day
resca01	1104	10000858	McComas-1, Richard	Current	02/04/2020	02/2020	C-48353	4915-0000	late	50.00	Late Fees late fees
resca01	1104	10000858	McComas-1, Richard	Current	02/22/2020	02/2020	C-48354	4915-0000	late	22.00	Late Fees late fees, 22 days @ \$1.00/day
resca01	1105	10000859	Zahvi, Bohvi	Current	02/04/2020	02/2020	C-48355	4915-0000	late	50.00	Late Fees late fees
resca01	1105	10000859	Zahvi, Bohvi	Current	02/22/2020	02/2020	C-48356	4915-0000	late	22.00	Late Fees late fees, 22 days @ \$1.00/day
resca01	1106	10000860	Nute, Maura	Current	02/04/2020	02/2020	C-48357	4915-0000	late	50.00	Late Fees late fees

