



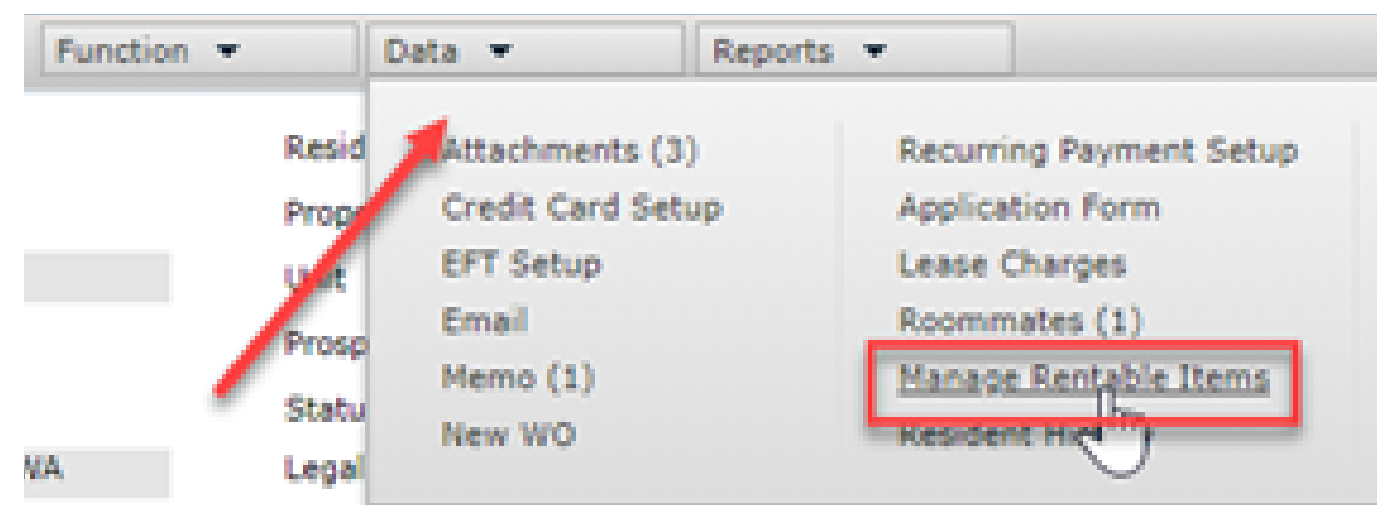
# Assigning & Releasing Rentable Items

## Why Use Rentable Items?

Use Rentable Items to track your rentable items? These items can include Garages, Storage, Carports or any item that is viewed as 'optional' to be added/removed any time by residents.

## Verify Item Setup

Make sure that each physical item is numbered and set up in the system. If not done yet, submit a Help Desk ticket. The easiest way to manage (Assign or Release) items is under Data > Manage Rentable Items from the resident's screen.



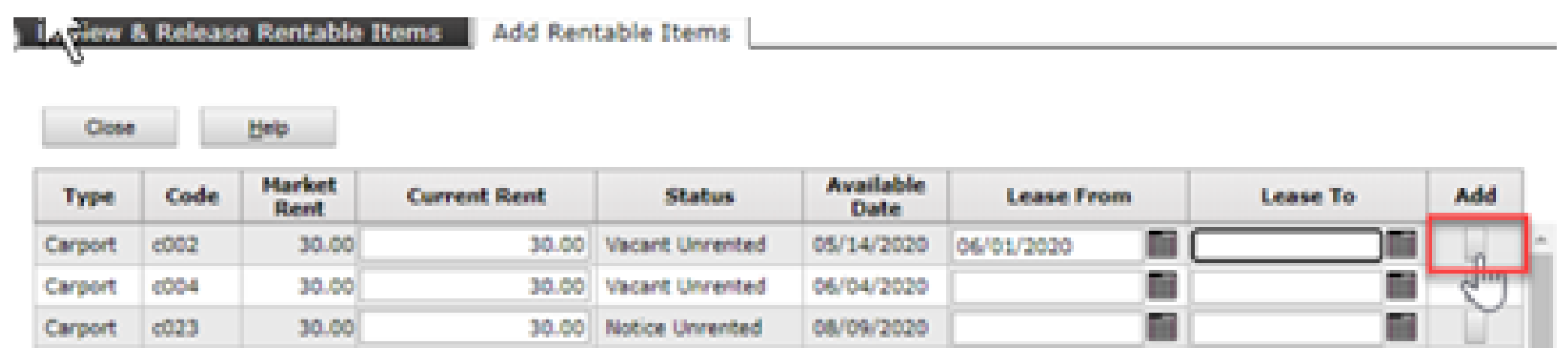
## Reviewing Rentable Items

From the Manage Rentable Items screen, you can Review, Release items (if already assigned) or Add Rentable Items to a resident's account. If there are no existing rentable items assigned to the resident, you will automatically be directed to the 'Add' page. This screen will allow you to verify which item they are adding and ensure the Current Rent matches the amount of the offered item. You should only enter an item as of the day you're making the change, or a prior date within the current Post Month. If you try to enter a Future Date, it will corrupt the charge and cause a Yardi backend error. If an item is being added as of a future date, set a calendar reminder for yourself to enter it into Yardi as of that date to prevent this error.

## Adding Rentable Items

To add a Rentable Items, simply add the Lease From date and click the ADD button.

Once saved the item will show as attached to the resident's account. Saving the item will also create a recurring lease charge AND add the charge to the current Resident Ledger.



Current Rentable Items										
Rentable Item	Code	Amount	Status	Lease From Date	Notice Date	Release Date	Available Date	Release Now	Release Notice	Cancel Release
Covered Carport	c002	30.00	Occupied No Notice	05/01/2020				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

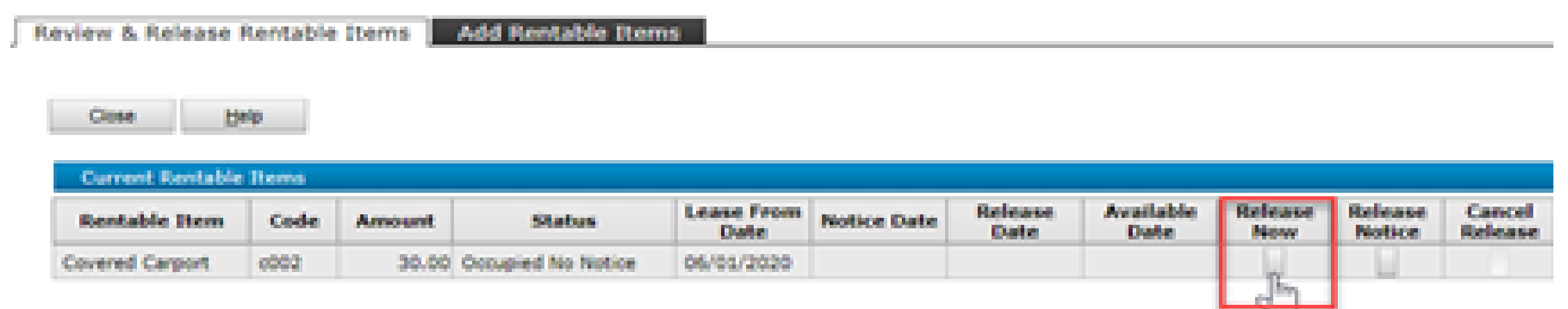
## Releasing Rentable Items

When ready to remove (or release) an item, return to the same page and click "Release Now" or "Release Notice". Watch these dates closely - if you pick the "Now" option it will prorate a credit for the remainder of the month and move the monthly Lease Charge to the Active Lease Charges section with an End Date listed.

When properly managed, Rentable Items are a breeze and assist with any manual tracking otherwise being maintained.

Rentable Items Lease Charges													
Rentable Item	Item Code	Code	Amount	From Date	To Date	E-Pay Type	Max/Mo	Last Posted	# this Mo	Hold	Split	Added By	Last Modified By
Covered Carport	c002	carport	30.00	05/01/2020			0		0	<input type="checkbox"/>	<input type="checkbox"/>	sroylance	sroylance

Lease Charges													
Code	Amount	From Date	To Date	E-Pay Type	Max/Mo	Last Posted	# this Mo	Hold	Split	Added By	Last Modified By	Edit	Delete
cable	69.50	05/10/2019			0		0	<input type="checkbox"/>	<input type="checkbox"/>	dgire	dgire	<input type="checkbox"/>	<input type="checkbox"/>
carport	30.00	05/01/2020	05/23/2020		0		0	<input type="checkbox"/>	<input type="checkbox"/>	sroylance	sroylance	<input type="checkbox"/>	<input type="checkbox"/>
rent	1,149.00	05/10/2019			1		0	<input type="checkbox"/>	<input type="checkbox"/>	dgire	dgire	<input type="checkbox"/>	<input type="checkbox"/>



### Not Seeing Your Rentable Items?

Reach out through the Help Desk to setup or better understand your community rentable items.