RENTAL APPLICATION

The Rental Application is used to track rental property. It can also be used for rental licensing with an annual inspection and billing cycle. The Rental Screen is part of the Housing Module. In addition there is a separate Rental Licensing Module.

Maintenance Setup Issues

If you wish to use the Rental Screen for rental licensing you must first establish your list of rental fee codes in Maintenance.

Rental Fee Codes

The Rental Fees Screen is accessed from the Applications 1 tab of the Maintenance Options Screen. The information entered in this database appears as a drop-down box in the Rental Screen for assigning fees to each property.

When you enter the Rental Fees Screen a scroll box at the top of the screen shows the rental fee codes currently in the database. You can left-click on any existing fee code to copy it into the field boxes for editing or deleting. Right-clicking on an existing fee code selects that item and automatically puts you into edit mode. You can add new fee codes to the list by using the **Add** button.

The Fields

Fee Code: The name of the fee code. This usually reflects the types of rental properties recognized. For example, "Duplex" or "Owner Occupied."

Primary Fee: The fee charged for the base unit.

Unit Fee: The fee charged for each unit beyond the first one. The combination of the Primary Fee and the Unit Fee equals the total fee.

Account: The finance account these fees are posted to. A Pick Box option accompanies this field to allow the easy entry of repetitive account numbers.

Rental Setup Options

The Rental Setup Options Screen is accessed from the **Rental Setup Options** button on the Rental Fee Codes Screen. The Rental Setup Options Screen gives users a way to make global changes to the rental database.

Active Records Only

By default the changes that you make is this screen are only applied to rental records that have a Rental Status of "Active." You can uncheck the **Apply Changes To Active Records Only** if you want to apply the changes to all rental records.

Resetting Fees

This option allows you to reset the fees in the rental database to match changes you have just made in maintenance. Select the fee type that has been changed in the **Use Fee Code** drop-down box.

Click on the **Reset Fees for Fee Code** button and ZonePro will scan the rental database and for every record that has a matching Fee Code it will reset the Primary Fee and the Unit Fee. By default this option will also recalculate the total fee. You can uncheck the **Recalculate The Total Fee** check box to turn this option off.
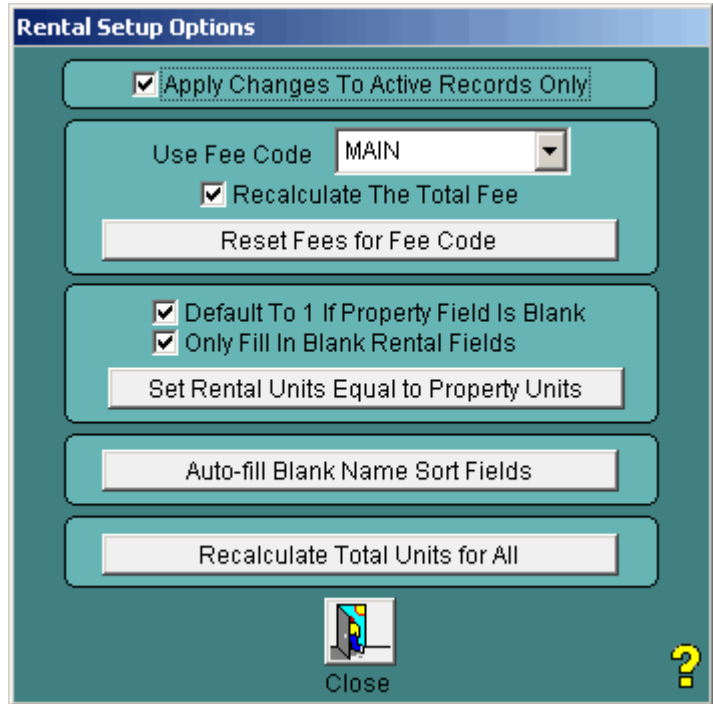
Resetting Units

This option will set the Units field in the rental database to equal the Units field in the property database. Two check boxes give you the options to **Default To 1 If Property Field Is Blank** and to **Only Fill In Blank Rental Fields**. Both of these options are turned on by default. Click on the **Set Rental Units Equal to Property Units** button to execute the function.

Auto-fill Name Sort Field

The third option makes sure that the rental Name Sort field is not blank in any records. Clicking on the **Auto-fill Blank Name Sort Fields** button scans through the rental database and automatically fills in any blank Name Sort fields based on the Contact Type.

Recalculate Total Units

The fourth option sorts the rental database by the Name Sort field and then uses the rental Units field to calculate the total number of units associated with each unique name. The Total Units field is filled in for each matching name. Click on the **Recalculate Total Units for All** button to execute this function.

The Rental Screen

You can access the Rental Screen through the Property Screen by clicking on the **Rental Button** in the Housing section of the Application Bar. When you enter this screen you have access to any rental records previously entered for the current property. If no records exist, a new one is started and you are placed in edit mode. *See the Property Application chapter for more information on this topic.*

You can also access the Rental Screen via various Jump options. You can jump to records in the Rental Screen from the Daily Schedule Screen and the Recent Permits Screen. You can also jump to the Rental

Screen from the Rental Reports Screen. If you have the Contact File Module installed you can also jump to the Rental Screen from the Contact File Launch Screen.

Rental Fields

The fields on the Rental Screen are spread across three tabs.

Main Tab

ID #: This number is comprised of the Property ID number and ID Code. The Property ID is carried over from the Property Screen. The ID Code is unique for each permit record. The letter "R" always prefaces a rental ID Code. Both numbers are generated by ZonePro and cannot be edited.

Last Update: This field shows the date when this record was last changed. The date is maintained by ZonePro and cannot be edited.

Date Entered: The date the record was created. The default is the current date.

Rental Status: This drop-down box presents a fixed list of choices that indicate whether the building is still active as rental property. The choices are "Active", "Vacant", "Condemned", "Sold", "Non-Rental", "Exempt" and "Archive." If there is more than one record, all of the older records should have the "Archive" status.

Billing Status: This drop-down box presents a fixed list of choices that show where this record is in the annual rental licensing billing cycle. The choices are "Pending", "Invoiced", "Post", and "Paid." This field is automatically updated by the Rental Licensing Screen.

Units: The number of rental units in this building. This number is used in the Fee calculation.

Total: The total number of rental units managed by the contact of the current record. The label for this field doubles as a control button that will automatically compute the total number of units for you. You can also use the Rental Setup Options Screen in Maintenance to calculate the totals for every rental record.

Billing Month: The month used in the annual rental licensing billing cycle.

Billing Date: The date of the most current rental license bill.

Prev Bill: The date of the previous rental license bill.

Invoice #: The invoice number of the most current rental license bill. This number is automatically generated by the Create Invoices option in the Rental Licensing Screen.

Fee Code: This drop-down box shows the fee code assigned to this building. These codes are established in the Maintenance Screen. Making a selection automatically fills in the Primary Fee and Unit Fee fields and calculates the Fee amount.

Primary Fee: The fee associated with the base unit.

Unit Fee: The fee associated with each additional unit.

Fee: The total amount charged.

How Paid: The method of payment. Completing this field automatically copies the current date into the Date Paid field except when "None" is chosen. Completing this field automatically generates a new receipt number if you have elected to have ZonePro auto-number the Receipt field. *See the Personalization Options section of the Maintenance Screen chapter for further information.*

Recv By: The initials of the person who received the payment. This field can be filled in automatically. *See the Personalization Options section of the Maintenance Screen chapter for further information.*

Date Paid: The date the fee was paid.

Check #: The check number, if that was the method of payment.

Account #: The account this fee will be posted to. This number can be pre-defined in Maintenance.

Receipt #: The receipt number corresponding with the payment received. If you complete this field with either the <Enter>, <Tab> or <Right Arrow> key you will automatically be taken to the next tab screen. This field can be filled in automatically. *See the Personalization Options section of the Maintenance Screen chapter for further information.*

Extra Tab

Contact: Indicate whether the contact is the owner, occupant or someone else. If "Owner", "Occupant", or "Extra" is chosen, the name, address and phone information from the property database is copied into the appropriate fields. You can elect to have this field automatically default to the "Owner" setting. *See the Personalization Options section of the Maintenance Screen chapter for further information.*

Name: Contact's full name.

Phone: Contact's phone number.

Address: Contact's address. The first field is for the street address. The second field is for the city, state and zip.

Name Sort: The contact name as it should be sorted. Usually this is last name first. This sorting field is used by the Rental Report Screen and the Rental Licensing Screen.

Contact File ID: This field shows the ID number passed down from the Contact File Module. The only way to fill this field is by using the Contact File Screen. *See the Contact File Module chapter for further information.*

Inspection Status: This drop-down box presents a fixed list of choices that show where this record is in the annual inspection cycle. The choices are "Pending", "Passed", "Failed", "Conditional", and "Notice". This field is automatically updated by the Rental Licensing Screen.

Insp Month: This field shows the month in which this building is scheduled for its annual inspection.

Inspector: The initials of the person who will conduct the inspection. This field can be filled in automatically. *See the Personalization Options section of the Maintenance Screen chapter for further information.*

Last Inspected: The date of the last completed inspection.

Next Inspection: The date of the next scheduled inspection. A **Swap** button accompanies this field if it is filled.

**Time:** The time of day the next scheduled inspection.

Insp Count: The number of inspections during this billing cycle. This number cannot go above nine.

Exterior Inspection: The date of the last exterior inspection.

Exterior Status: This drop-down box presents a fixed list of choices that show the status of the exterior inspection. The choices are "Pending", "Passed", "Failed", "Non-Entry", and "Condemned."

User1 to User7: This screen has seven user-defined fields. You can use these fields for anything you wish. You can change the labels associated with these fields in the Maintenance Screen. The User4 field can also be used to trigger Alert Messages. If you complete the User7 field with either the <Enter>, <Tab> or <Right Arrow> key you will automatically be taken to the next tab screen. *See the User Defined Fields section in the Maintenance Chapter for more information.*

Notes Tab
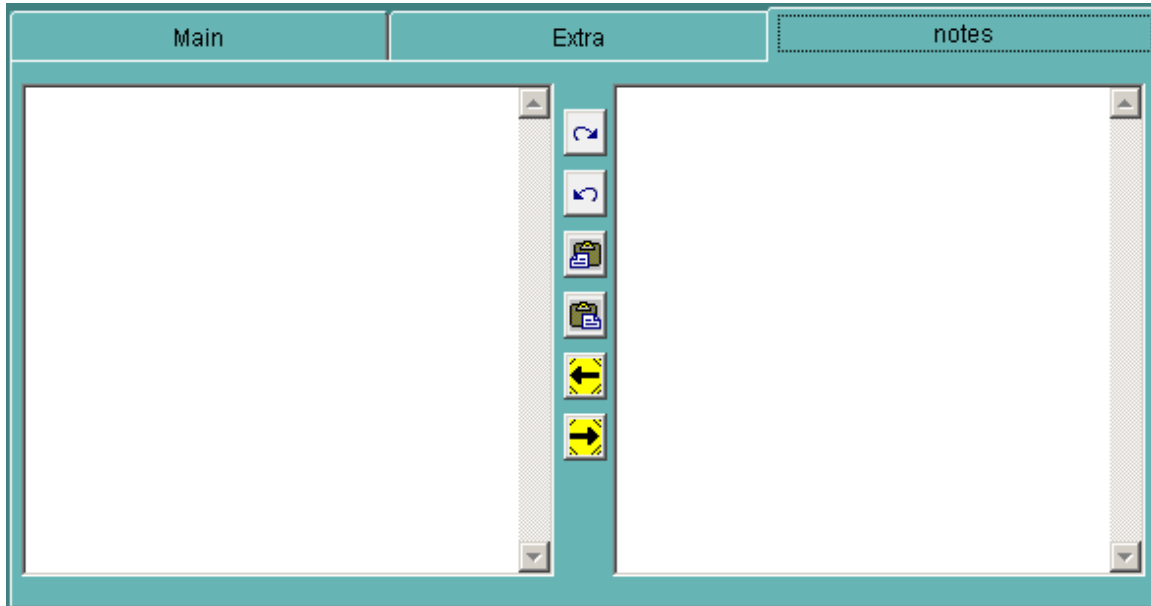
Notes: There are two notes fields for this database. Both fields are memo fields so you can write as much as you wish. This tab has a special feature in that "notes" is spelled all lower case if the fields are empty, but the first letter is capitalized if there is information in either field.

There are special control buttons between the two fields that allow you to append data from one notes field to the other, copy the data to the Windows clipboard, or use the Notekeeper Option. *For more information see the Shared Features & Functions chapter.*

The second notes field can be locked so that no one can edit it directly. This feature is activated in the Personalization Options screen. *See the Personalization Options topic in the Maintenance Screen chapter for more information.*

Adding New Records

The Rental Screen can be used two ways. You can maintain only one rental record per property or you can keep multiple rental records per property. When you add a new rental record the Rental Status of the old rental record is automatically changed to "Archive." In a multiple record scenario only the most current record should have Rental Status other than "Archive." This is vital for the correct functioning of the Total Units option, the Browse Related option, and the various reporting functions.

You can right-click on the **Add** button to create a new rental record that retains most of the information from the starting record. This carry-over option can save a lot of time when creating updated rental records.

Alert Message Options

The Rental Screen has one Alert Message option. An Alert Message is a pop-up message box that alerts the user to a problem concerning the current record.

The User4 field can be used to trigger Alert Messages. To trigger an alert just add the entry "ALERT#" to either field. When a user enters the record a pop-up window will appear proclaiming an alert and instructing the user to "See Notes field before proceeding!" Of course, it is up to you to put something meaningful in the Notes field that justifies the Alert Message.

To remove the Alert Message just delete the "ALERT#" entry.

Script Options

You can define numerous scripts to add custom features to this screen. The scripts are defined in the User Defined Script Screen in Maintenance. You can create a script that runs when the screen is first launched. You can create scripts for the User Script button. You can also create scripts for the Add, Close, Delete, Edit and Save buttons. *More information on creating scripts can be found in the User Scripts section of the Maintenance Screen chapter.*

Special Buttons

Most of the control buttons on this screen are the same ones you'll find on every database screen, but some of them perform special or advanced functions. *You can learn more about both kinds of buttons in the Shared Features & Functions chapter.*

Append Notes Buttons

The two **Append Notes** buttons are found between the Notes fields. These buttons are used to copy all the notes from one field and append it to the other field. *For more information read the Notes Buttons section of the Shared Features & Functions chapter.*

Browse Related

The **Browse Related** button shows a browse table listing all of the rental records that belong to the current owner. The Name Sort field is used to make this determination. Rental records with a Rental Status of

"Archive" are not included. Unlike many of the other browse tables in ZonePro, this one cannot be used for navigation. It is for reference purposes only.

Calendar Button

The **Calendar** button appears in the lower left corner whenever you are editing a date field and makes is easy to select new dates without any typing. *For more information read the Calendar Button section of the Shared Features & Functions chapter.*

Camera Button

The **Camera** icon button launches the Image Viewer Screen and displays any images linked to the current application record via the Photo Module. This button is only visible when there are images associated with the current record, otherwise it is hidden. *See the Photo Module chapter for more details.*

Clipboard Notes Buttons

The two **Clipboard** buttons are found between the Notes fields. They copy the Notes text to the Windows clipboard. *For more information read the Notes Buttons section of the Shared Features & Functions chapter.*

Contact File Link Button

If you have the Contact File Module installed you will see a **Contact File** icon button after the contact name fields on the Extra tab. Click this button to launch the Contact File screen and it will attempt to find a match based on the name. If the Contact File ID field is filled you can right-clink on the link button to jump to that ID in the Contact File Screen.

You do not have the option of editing information when entering the Contact File screen from the Rental Screen. To make changes to the contact file data you would have to access that module from the Property Screen. *See the Contact File Module chapter for more details.*

Inspection Calendar Button

This icon button launches the Inspection Calendar Screen to assist in scheduling inspections. *See the Inspection Calendar topic in the Shared Features & Functions chapter for more information.*

Inspection Date Swap Button

Immediately following the Next Inspect field, the **Swap Inspection Dates** button is used to quickly move the Next Inspect date to the Last Inspect date field. *See the Inspection Date Swap section in the Shared Features & Functions chapter for more information.*

Notekeeper Notes Buttons

There are two Notekeeper buttons between the Notes fields that can be used to quickly add predefined text segments to the Notes fields. *For more information read the Notekeeper Option section of the Shared Features & Functions chapter.*

Pick Box Button

The **Pick Box** button appears in the lower left corner whenever you are editing a field that has this option. Clicking on the Pick Box button displays a list of values previously entered for the current field. This option helps you enter data faster and more consistently. *See the Pick Box section of the*

Shared Features & Functions chapter for more information.

Tickler Message Icon Button

If you have the Security Module installed you can use the **Tickler Message** icon to launch the Create Message Screen. The messages you create are date sensitive and can be used as active reminders to return to a particular record in ZonePro and take some action. *For more information see the Create Message Screen topic in the Security Module chapter.*

Time Clock Button

This button appears in the lower left corner when you edit a time field. This button launches the Time Box Screen to help you enter time data quickly and consistently. *See the Time Box section in the Shared Features & Functions chapter for more information.*

Total Field Label

The label for the Total units field doubles as a control button that automatically computes the total number of units managed by the current contact. Rental records with a Rental Status of "Archive" are not included in the tally.

User Script Button

The **User Script** button is displayed in the lower right corner of the screen. It is used to run scripts that allow users to add custom functions to ZonePro. These scripts are defined in the User Scripts Screen. This icon supports different scripts for the left, right, and middle mouse click buttons. *For more information read the User Scripts section of the Maintenance Screen chapter.*

Rental Documents Screen

The Rental Documents Screen is accessed via the **Docs** control button on the Rental Screen. This screen offers three standard documents. The internal file names are listed in case you wish to modify these documents with the Document Editor.

- **Rental Permit:** This option prints the standard rental permit for the building shown. To print permits for multiple buildings use the Post Payment Screen. The document is named *dre_permit.frx*.
- **Receipt:** This option prints a receipt for any fees received. Receipts can also be printed from the Post Payment Screen. The document is named *dre_receipt.frx*.
- **Screen Print:** This option prints a list of all the fields on the screen. The document is named *dre_screen.frx*.

Custom Documents Option

Additional documents can be added to this screen by using the Document Editor. These documents can be accessed by using the **Custom Documents** radio button. Clicking this option activates the **Custom** drop-down box listing all of the documents currently available. You must create documents using the naming scheme "CRE_*.FRX" to add them to this custom list. *See the chapter on Customizing Documents for additional information.*
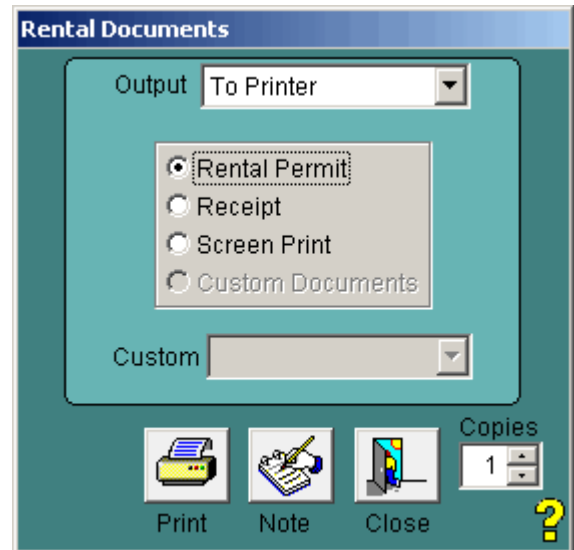
Common Document and Report Screen Features

Output Options

The **Output** option determines whether a document or report is sent to the printer, the screen, or to a file. *See the Output Options section in the Shared Features & Functions chapter for more information.*

Quick Notes Option

The **Quick Note** button can be used to add notes to the bottom of any document or report. *See the Quick Note section in the Shared Features and Functions section for more details.*

Copies Spinner

The **Copies** spinner button in the bottom right corner of document and report screens allows you to indicate how many copies of the current document or report you would like to print. You can use the up and down buttons of the spinner to adjust the number of copies or type a value directly into the field. Right-clicking on the field automatically resets the number of copies to one. You can also change the number of copies by using the "Printer Prompt" output option.

Rental Reporting Options

Rental Reports Screen

The Rental Reports Screen is accessed from the Housing tab on the report half of the Main Screen. The Rental Reports Screen allows you to create any number of reports from the information stored in the rental database.

Defining the Date Range

The default state of the Rental Reports Screen is to ignore any date restriction when pulling records. That is why the default **Use Date** choice is "<NONE>." If you wish to use a date range, use the Use Date drop-down box to select a date field. Then you can specify a date range by entering a new starting and ending date. You can use the **Calendar** buttons to help create a new date range. *See the Calendar Option section in the Shared Features & Functions chapter for more information.*

Report Choice Options

When you enter the report screen ZonePro automatically compiles a list of all the rental reports available. It creates this list by looking for report files created using the

"RRE_*.FRX" naming scheme. All the files that are found are listed in alphabetical order in the **Report Choice** drop-down box.

ZonePro ships with four standard reports. The "Summary" report lists one line per record. The "Subsort" report creates subtotals based on the way the report is sorted. The "Labels" report emulates 5160 labels and allows you to print labels for rental properties. The "Subwide" report also has dynamic subtotaling but includes more fields from the property database.

You can use the Document Editor to customize the fields that appear in the standard reports or add new reports of your own to the system. The reports you create can include any fields available in both the rental and property databases. *See the Customizing Documents chapter for more information.*

Sorting Options

By default the information in the report is sorted by the "Contact" field. You can use the **Sort By** drop-down box to select from a number of other sorting options. The standard sort options include fields from both the rental and property databases.

The reports you print can be sorted by any combination of fields you desire. If you have ZP Toolbox installed you can use the Sort Manager to add new sorting options to the report screen.. *See the Database Sort Manager topic in the ZP Toolbox chapter for more information.*

Report Filters

Report filter options allow you to limit the selected records to those that meet certain criteria. The report filters on this screen are **Rental Status**, **Fee Code**, **Inspector** and **Street**. Each report filter has a drop-down box that lists all of the entries found in the respective databases. The Fee Code and Inspector lists are both pulled from the rental database. The Rental Status list is a fixed set of choices. The Street list is pulled from the property database.

If a report filter has a corresponding maintenance database (such as the Region filter), you can right-click on the database filter to create the choice list based on the maintenance database instead. The advantage of this option is that the list is created faster and it may be less cluttered. The disadvantage is the list is not always a true reflection of the data in the database you are reporting on. The right-click option is only available the first time you display each list.

The default filter option is to include all entries but you can limit a report to only include a specific entry. For example you can use the Rental Status filter to report on only "Active" rental properties. The multiple filters work co-operatively such that any selected records must meet all filter conditions. For example, you could limit the report to "Active" records inspected by "SLS."

Non-paid Records Only

A special filter on this screen lets you decide whether to limit your selected records to those who have not yet paid for their rental license. Click the **Show Only Non-Paid Records** check box to turn this filter on. The filter works by only including records with an empty Date Paid field.

Advanced Filter Option

If you need to select data in a more sophisticated fashion than the built-in report filters will allow you can click on the **Use Advanced Filter Option** check box to go to a screen that will let you build your own filter conditions. *See the Advanced Filter section of the Shared Features and Functions chapter for more information.*

Jump Option

This report screen has a Jump option when using the **Browse** button. Select any record in the browse table and type <Ctrl-J> to jump to the actual permit record in the Rental Screen. This is a handy shortcut that lets you use the report screen to locate permit records.

Counting Records

Next to the control buttons at the bottom of the report screen is a **Count** button. Click this button to display a count of the number of records that meet the current set of criteria.

Other Reporting Options

Information in the rental database is also accessed from the Fee Collection Reports, Activity Reports, Cross Tab Reports, Item Count Reports, and the Inspection Reports screens. *To learn more about these options see the System Wide Reports chapter.*

Rental Licensing Options

The **Rental Licensing** button is accessed from the Extra tab on the Main Screen. Rental licensing options are for communities that charge rental license fees to landlords. The Rental Licensing Module is sold independently of the Housing Module. Although there is a standard Rental Licensing Module that is shipped with ZonePro, this module is typically customized by ZP Systems to meet the specific needs of the customer.

The standard Rental Licensing Screen has four different options. Each one represents a different stage in the annual rental licensing cycle.
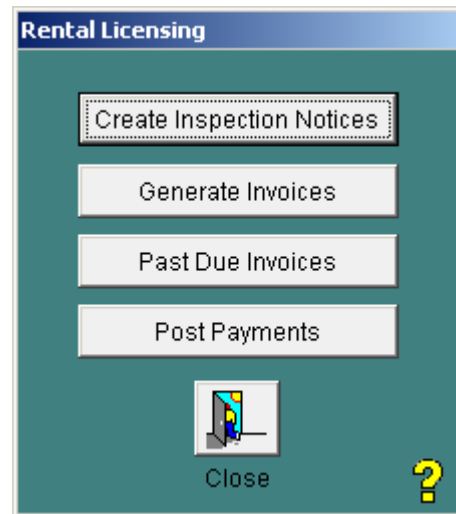
Inspection Notices Screen

The Inspection Notices Screen is accessed from the **Create Inspection Notices** button. The Inspection Notices Screen allows you to print inspection notices in bulk rather than printing them one at a time from the Rental Documents Screen. It also groups the inspection notices by contact name rather than printing one per building.

Select Month

Use the **Select Inspection Month** drop-down box to determine which inspection notices to print. The selected month is matched against the Inspection Month field in the Rental Screen to locate applicable buildings.

Print Notices

The **Print Notices** button will print one inspection notice for each applicable contact name, grouping multiple buildings per unique name. The inspection notice provides two blank lines per building to fill in the specific inspection date and time. The document used is *rrl_notice.frx*.

Contact Labels

The **Contact Labels** button will print labels for the selected records. The label document used is *lrl_landlord.lbx*.

Building Count

The **Building Count** total at the bottom of the screen tells you how many buildings are involved. If the count is zero, you cannot print labels or notices.

Auto Update Rental Screen

The **Auto Update Rental Screen** check box determines whether the Rental Screen is updated when notices are printed. If checked, the Inspection Status is changed to "Notice", the Next Inspection date is moved to the Last Inspection field, and the Next Inspection date is set at the first date of selected month. Auto updating is the default mode. To skip this process you must uncheck the box.

Contact Name Tips

It is very important to maintain consistent contact names in the Rental Screen in order for notices to be accurately grouped by name. Any variation in the name will cause the system to generate two notices for the same contact name. Likewise it is very important that no two contacts share the exact same name. Use middle initials, etc. to distinguish between two similarly named contacts (i.e., "JOHN H SMITH" and "JOHN R SMITH").
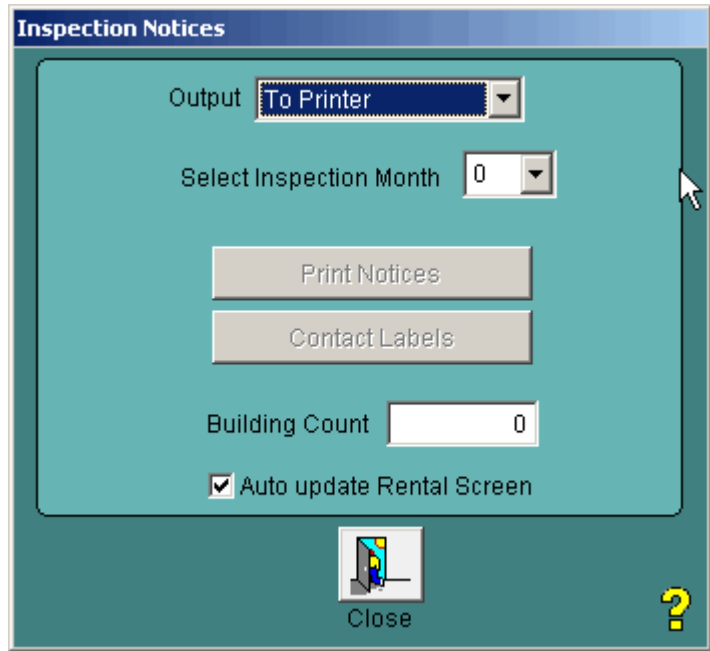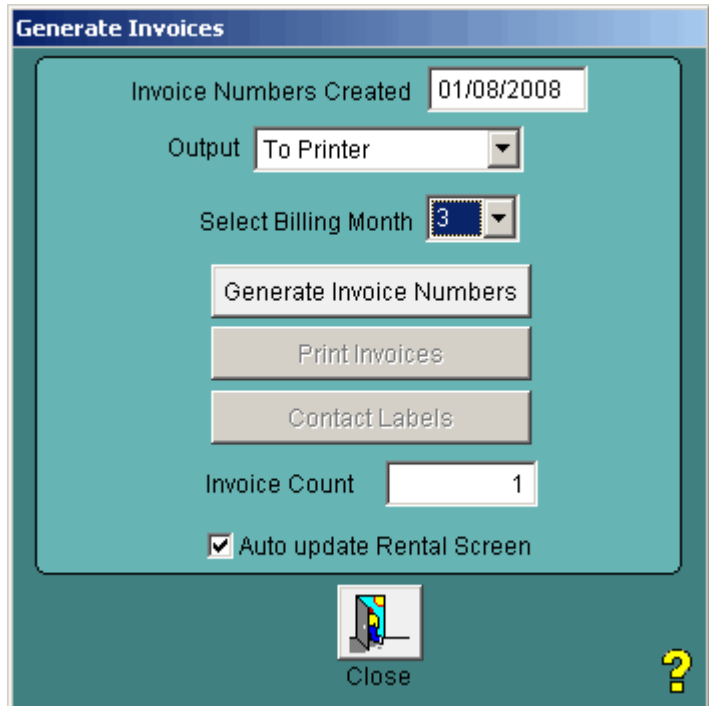
Generate Invoices Screen

The Generate Invoices screen is accessed via the **Generate Invoices** button. This screen allows you to simplify the invoicing process by printing invoices in bulk rather than printing them one at a time from the Rental Documents Screen. It also groups the fees by contact name rather than printing an invoice per building.

Select a Month

You must use the **Select Billing Month** drop-down box to pick the desired billing months. Invoices will be generated for all buildings that have been assigned this billing month in the Rental Screen.

Generate Invoice Numbers

The **Generate Invoice Numbers** button will create a new set of invoice numbers based on the current highest invoice number in the rental database. The new invoice numbers are automatically saved to the selected rental records.

Printing Invoices

The **Print Invoices** button will print one invoice for each applicable contact name. Buildings are grouped by contact name. The document used is *rrl_invoice.frx*.

Contact Labels

The **Contact Labels** button will print labels for the selected records. The label document used is *lrl_landlord.lbx*.

Invoice Count

The **Invoice Count** total at the bottom of the screen tells you how many invoices will be involved. You cannot access the **Print Invoices** option if the count equals zero.

Auto Update Rental Screen

The **Auto Update Rental Screen** check box determines whether the Rental Screen is update automatically after printing permits. The Billing Status is changed to "Invoiced", the current Invoice Date is moved to the Last Invoice field, and the Invoice Date is changed to the current date for all applicable units. The default option is to perform the auto update. You must uncheck the box if you wish to skip the update. Note that the new invoice numbers are written to the selected rental records regardless of the state of this check box.

Past Due Invoices Screen

The Past Due Invoices Screen is accessed via the **Past Due Invoices** button. This screen prints invoices for rental contacts that have been invoiced at an earlier date but have not yet paid.

Days Past Due

You must use **Days Past Due** field to indicate your target group. This option selects all unpaid invoices whose original invoice date is greater than the number of days you indicate. If you use the arrow button on this spinner field the number shown will increment by units of 30.

Printing Invoices

The **Print Invoices** button will print one invoice for each applicable contact name. Buildings are grouped by contact name. The document used is named *rrl_overdue.frx*.

Contact Labels

The **Contact Labels** button will print labels for the selected records. The label document used
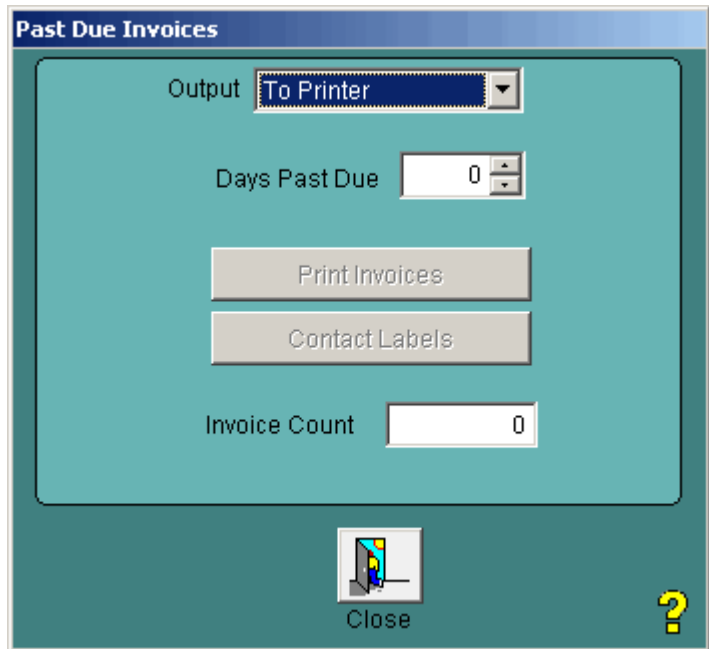
is *lrl_landlord.lbx*.

Invoice Count

The **Invoice Count** total at the bottom of the screen tells you how many invoices will be involved. You cannot access the **Print Invoices** option if the count equals zero.

Post Payments Screen

The Post Payments Screen is accessed via the **Post Payments** button. This screen allows you to simplify the payment posting process by accepting payment at the invoice level rather than at the building level. This option allows you to print rental permits for multiple buildings at once. This option works best when dealing with one owner and one invoice paid in full at a time.

Identifying the Invoice

The first step is to identify the rental contact and the invoice that is being paid. The **Contact Name** list shows all of the contacts that have an inspection status of "Invoiced." Once you select the proper Contact Name, the **Invoice Number** drop-down box shows a list of possible invoice numbers for that owner.

When you select the proper Invoice Number, the **Building Count** and **Fee Total** fields at the bottom of the screen are filled in. Make sure that these numbers match your expectations before continuing.

Setting the Post Date

The **Post Date** field shows the date that is filled in for the Date Paid field in each rental record as part of the auto update. This date defaults to the current date. Because you may not always post payments the same day they arrive, you have the option to change this date.

Changing the Amount Received

When you select an Invoice Number the **Amount Received** fee is automatically set to match the Fee Total field. If, for some reason, the owner is paying a different amount, you can enter that amount in this field and that amount will be shown on the printed receipt. Later you should go into the Rental Screen to make the necessary adjustments to resolve the fee discrepancy.

Accept Payment

The **Accept Payment** updates each rental record associated with the Invoice Number. The Billing Status is changed to "Paid" and the Date Paid field is filled with the Post Date. Auto updating is the default mode. You can also pass the **How Paid**, **Recv By**, **Check Number** values to each rental record that is updated.

Printing the Receipt

The **Print Receipt** button prints a receipt for the designated invoice. The document used is *rrl_receipt.frx*.

Printing the Permits

The **Print Permits** button will print a rental permit for every building on the designated invoice. The number of permits should match the Building Count. The document used is *rrl_permit.frx*.

Contact Labels

The **Contact Label** button will print labels for the selected records. The label document used is *lrl_landlord.lbx*.