

“Residence” module

Since the information on residence is very broad, three separate modules deal with this subject:

- The [Residence] module for the building(s)

- The [Equipment] module for its (their) contents
- The [Operations] module for current household expenses and maintenance costs.

The [Residence] module allows you to store all the information on the place (s) of residence, whether you are the owner, the owner-occupier, or the tenant.

Costs, revenues and investments related to each of the places created in this module can also be monitored.

Invoices can either be entered directly in the [Residence] module or entered and paid from the [Payments] module. Once the payment has been validated in the [Payments] module, it will be automatically added to the relevant tab of the [Residence] module.

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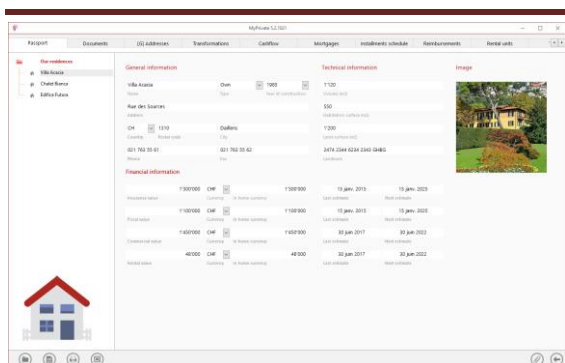
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Summary of module tabs

[Passport]	Detailed information on the place of residence
[Addresses]	Addresses of persons and companies
[Transformations]	Expenditures related to conversion work in the dwelling
[Cash flow]	Inbound and outbound cash related to the dwelling
[Mortgages - General info]	List and description of mortgages
[Mortgages - Repayment Plan]	Repayment plan
[Mortgages - repayments]	Payments made
[Rental units]	Descriptions of the rentable properties
[Tenants]	Information about tenants
[Rental revenue]	Rental income received
[Purchase]	General information related to the purchase of the residence
[Sale]	General information related to the sale of the residence
[Notepad]	This is the area for various notes about the current module
[Documents]	Non-financial documents related to place of residence
[Reports]	Selection of information to print

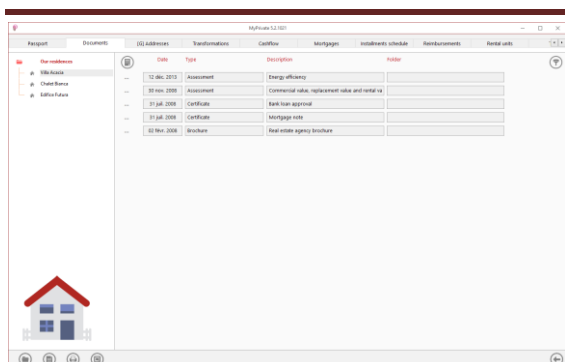
[Passport]




The dates of the latest estimates and future estimates appear automatically in the calendar.

Financial information can be entered in the base currency defined in the system or in foreign currency. In the case of foreign currency, MyPrivate will convert to the system currency at the last rate displayed on the [Currencies] tab of the [Bank Accounts] module. The calculated amounts will not be updated automatically and it is up to the user to change the local currency value in the event of significant fluctuations in exchange rates.

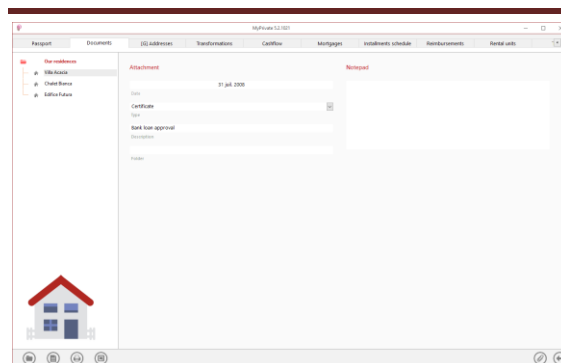
[Documents] - Summary




This tab allows you to scan and preserve all types of documents by assigning them a date, a type and a title. A summary of documents related to the place of residence is displayed and allows a quick view of the documents available.

To add a new document, click on the icon . The screen below opens:

[Documents] - Details

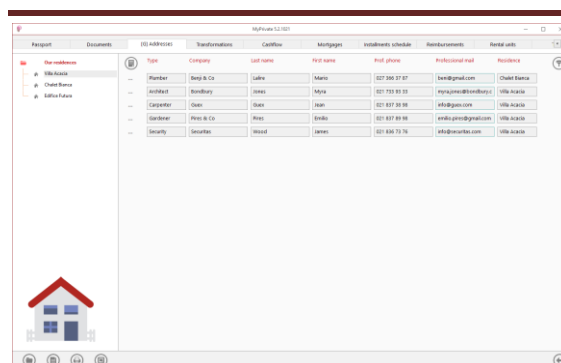


Enter the date of the document, a type (select an existing type from the drop-down menu or enter a new one) and a description. These three items will appear in the [Documents] - Summary. The [Notepad] field is for adding additional information.

Once these fields are filled, click on the icon  to start scanning documents.

For scanning and document integration, refer to the "Document Management" user manual.

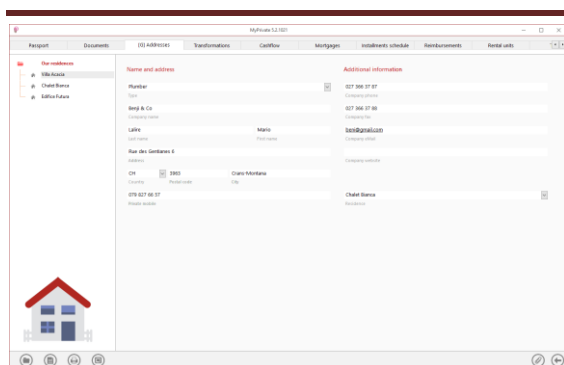
[Addresses] - Summary



Summary of useful addresses related to the residence.

To view and/or edit the details of a record, click on the [...] field on its left.

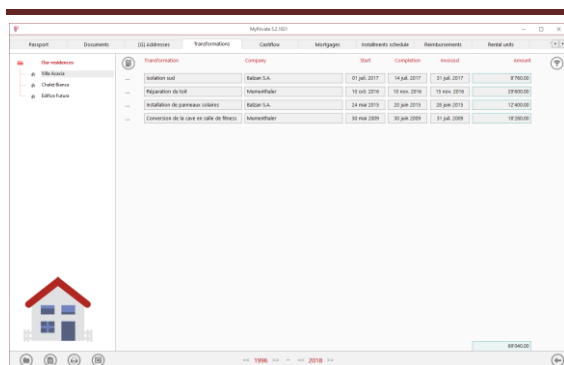
[Addresses] - Details



This tab allows one to add the addresses and telephone numbers of people and companies related to the residence (electrician, architect, painter, etc.).

The addresses entered in this tab are automatically visible in the [Addresses] module where additional fields can be entered if desired.

[Transformation] - Summary

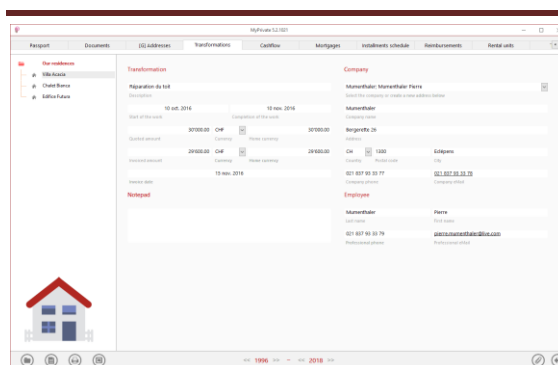


Transformation	Company	Start	Completion	Invoice	Amount
Isolation extérieure	Batton S.A.	01 jan. 2017	14 jan. 2017	21 jan. 2017	6760,00
Réparation de la toiture	Monnet-Huier	10 oct. 2016	10 nov. 2016	10 nov. 2016	29000,00
Installation de panneaux solaires	Batton S.A.	24 mai 2015	20 juin 2015	20 juin 2015	12400,00
Conversion de la cave en suite de bains	Monnet-Huier	01 mai 2009	30 juin 2009	30 juin 2009	18200,00

Summary of the various conversion/renovation works adding value to the residence.

To view and/or edit the details of a record, click on the [...] field on its left.

[Transformations] - Details

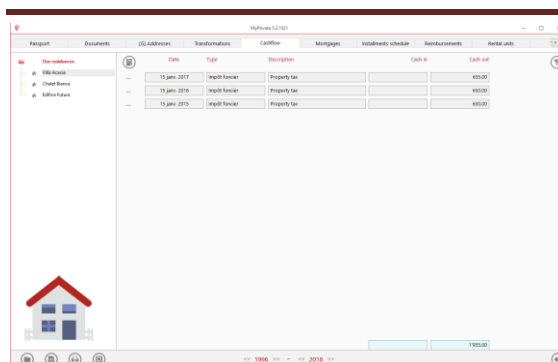


Details of each of the conversion works done to the dwelling. The total amount of the conversion work is added to the value of the residence and thus added to the asset value.

The amounts in this tab are visible in the [Financial Statements] module, in the [Net worth], [Cash Flow] and [Investments] tabs.

Amounts may be entered in the base currency defined in the system or in foreign currency. In the case of foreign currency, MyPrivate will convert to the system currency at the last rate displayed on the [Currencies] tab of the [Bank Accounts] module. The calculated amounts will not be updated automatically, and it is up to the user to change the local currency value in the event of significant fluctuations in exchange rates.

[Cash Flow] - Summary



Date	Type	Description	Cash in	Cash out
15 jan. 2017	Impôt foncier	Property tax		600,00
15 jan. 2016	Impôt foncier	Property tax		600,00
15 jan. 2015	Impôt foncier	Property tax		600,00

This view displays a summary of the cash flows related to the residence, which could not be integrated into the existing tabs.

[Mortgage schedule]: Text field to indicate the location of the schedule

[Terms]: Text field to indicate mortgage terms (e.g. 1st rank, 5 years fixed at 2%)

Schedule

[Next Event]: Text field used to indicate a future event to follow (e.g. "Renegotiate rate")

[Date]: Date of next event. The date of the next event appears automatically in the calendar of events

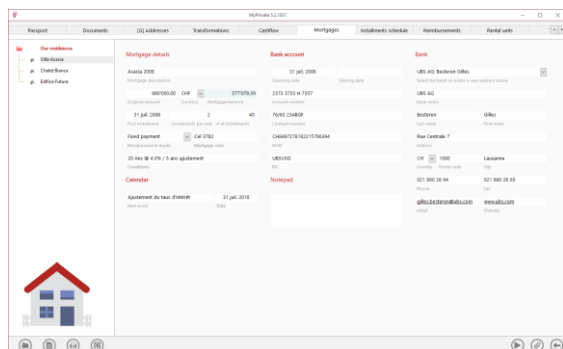
Bank account


Enter the account information related to the mortgage

Bank

Enter the bank information or select the bank with the drop-down menu if it already exists in the database

Example "Fixed payment"



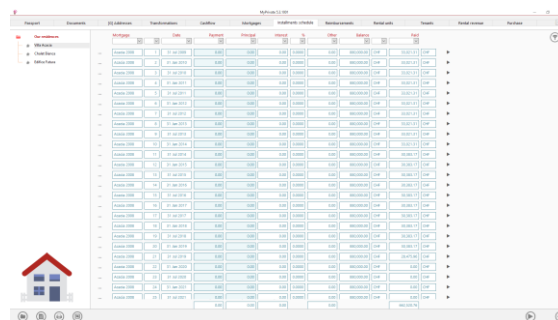
Once the data is entered in the [Mortgage - Info] tab, click on the icon  to create the repayment plan, which will be displayed on the [Repayment plan] tab.


Corrections are possible on the number of instalments and the beginning of repayments until an actual repayment has been recorded.

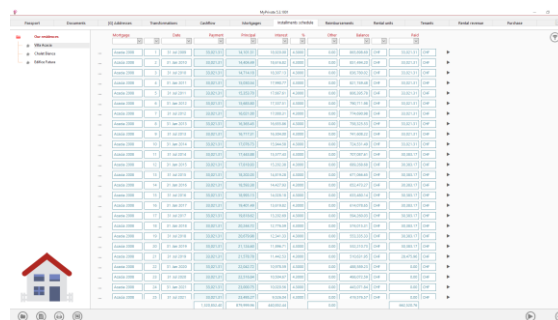
[Instalments schedule] - Summary

This tab displays the repayment plan created from the [Mortgage - Info] - Details tab.

To complete the plan for the first time, copy the payment amounts and the amortization of the first period using the figures provided by the bank.



Then to calculate all the periods, click on the button  to the right of the first line.

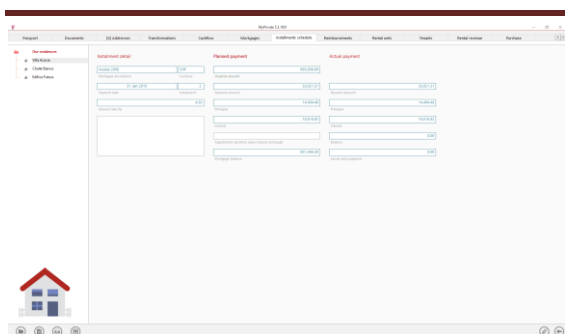


Check that the last period balance is 0 (fixed payment or fixed depreciation) or equal to the initial amount (no depreciation).

If multiple mortgages exist for a property, click the drop-down menu at the bottom of the screen to select another mortgage if desired.

To view and/or edit the details of a record, click on the [...] field on its left.

[Instalments schedule] - Details

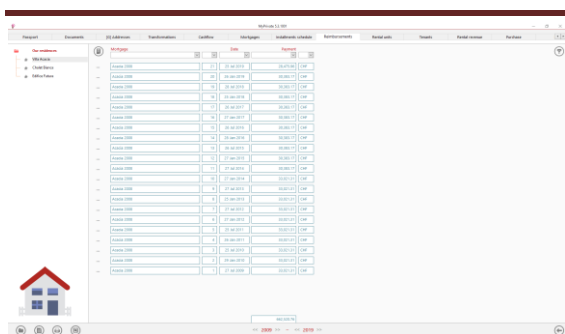


The details of the repayment plan make it possible to visualize the values in detail and to compare the amounts originally planned to the actual repayment.

It is also possible to adjust the amount of debt if necessary. This usually happens in case of small variances between the bank documents and the calculations.

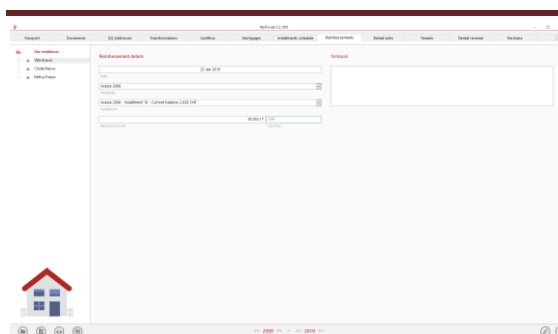
For example, if the mortgage balance in the bank documents is 363'469.29 and MyPrivate displays 363'469.39, enter 0.10 in the [Adjustments] field and add a note in the field provided.

[Reimbursements] - Summary



This tab displays the list of payments made. When adding, the instalments calculated in the [Reimbursement plan] tab are available in the [Instalment] drop-down menu.

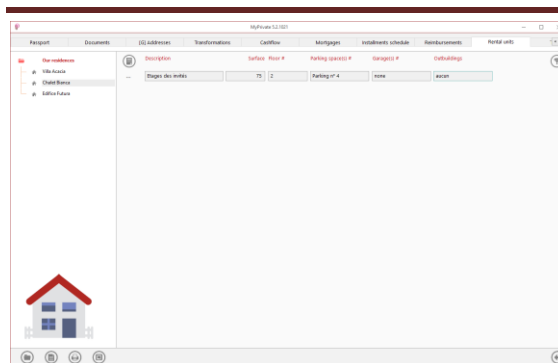
[Reimbursements] - Details



This tab displays the details of the repayments already made.

Payments can be entered in this tab, or from the [Payments] module.

[Rental units] - Summary

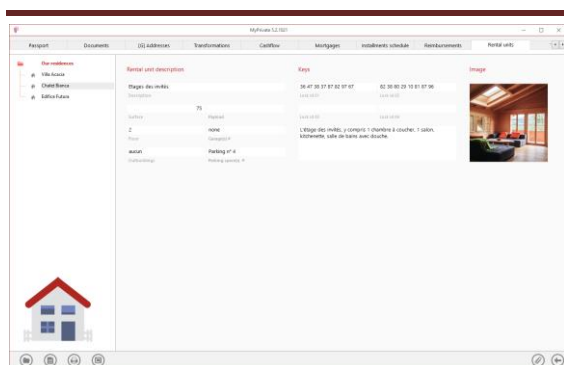


This tab displays the list of premises that are part of the selected property and that can be leased.

Each of the premises can be rented and managed separately for tenants and rental income.

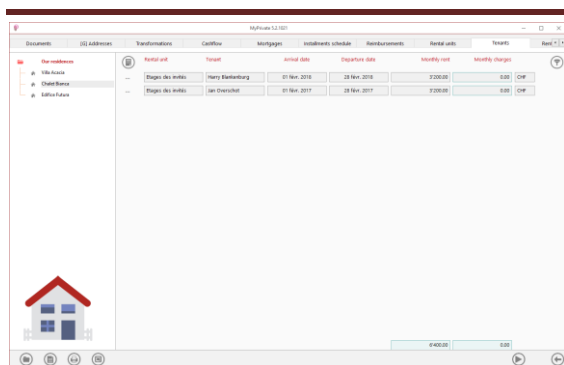
To view and/or edit the details of a record, click on the [...] field on its left.

[Rental units] - Details




The fields on this tab allow you to enter details specific to each of the premises.

[Tenants] - Summary



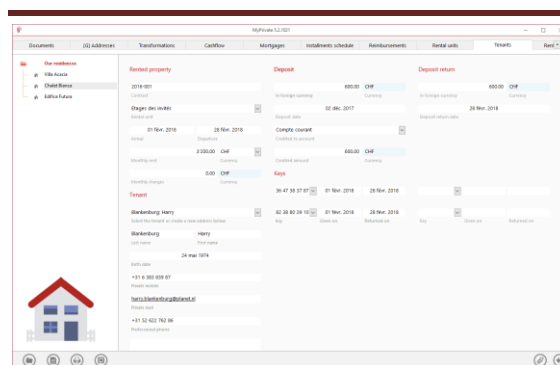
Rental unit	Tenant	Initial date	Departure date	Monthly rent	Monthly charges
Etagen des imble	Harry Barabour	01 Nov 2016	28 Nov 2018	2200.00	0.00
Etagen des imble	Jan Overholt	01 Nov 2017	28 Nov 2017	2200.00	0.00

This tab displays the complete list of tenants of all the premises belonging to the selected property. It is possible to display or not the past tenants, according to the parameters of the control panel.

It is also possible to automatically generate the list of rental income for the current month by clicking on the icon  at the bottom right of the screen.

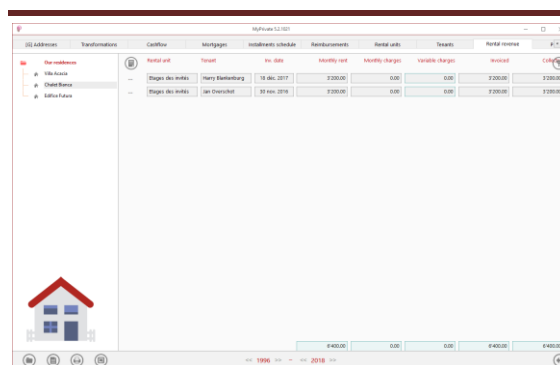
After rent generation, it is possible to supplement the rents and fixed costs with the addition of variable costs in the tab [Rental Income] - Details.

[Tenants] - Details



This tab allows you to enter information about the tenant, rented premises, warranty, keys, etc.

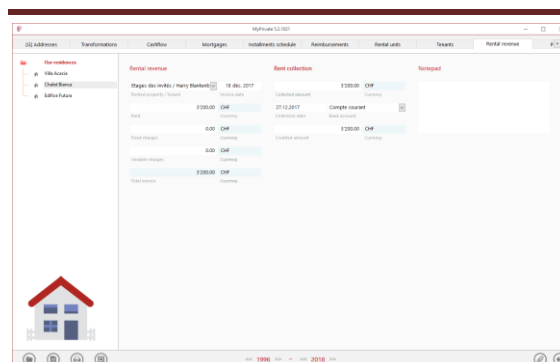
[Rental revenue] - Summary



Rental unit	Tenant	Initial date	Monthly rent	Monthly charges	Variable charges	Total
Etagen des imble	Harry Barabour	01 Nov 2016	2200.00	0.00	0.00	2200.00
Etagen des imble	Jan Overholt	01 Nov 2017	2200.00	0.00	0.00	2200.00

This tab displays the rental income paid and due.

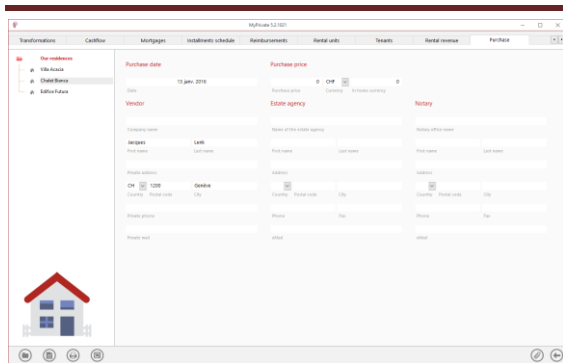
[Rental revenue] - Details



In this tab, it is possible to add the variable costs and to write a note.

Upon receipt of the rent, it will be necessary to enter the date of receipt as well as the account credited and the amount.

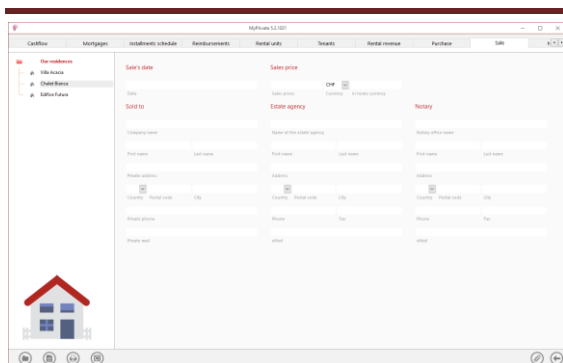
[Purchase]



Information about the purchase of the property.

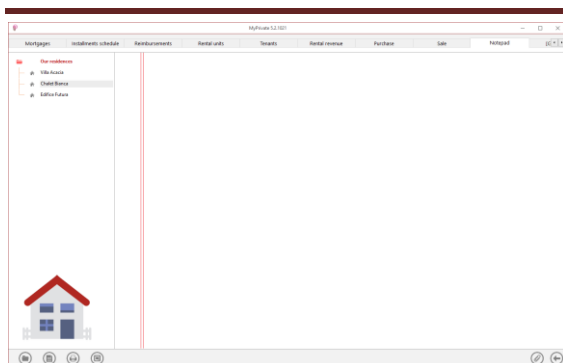
To make the property appear in the [Net worth] tab of the [Financial Statements] module, a value must be inserted in the [Purchase Price] field and the [Type] selected in the [Passport] tab.

[Sale]



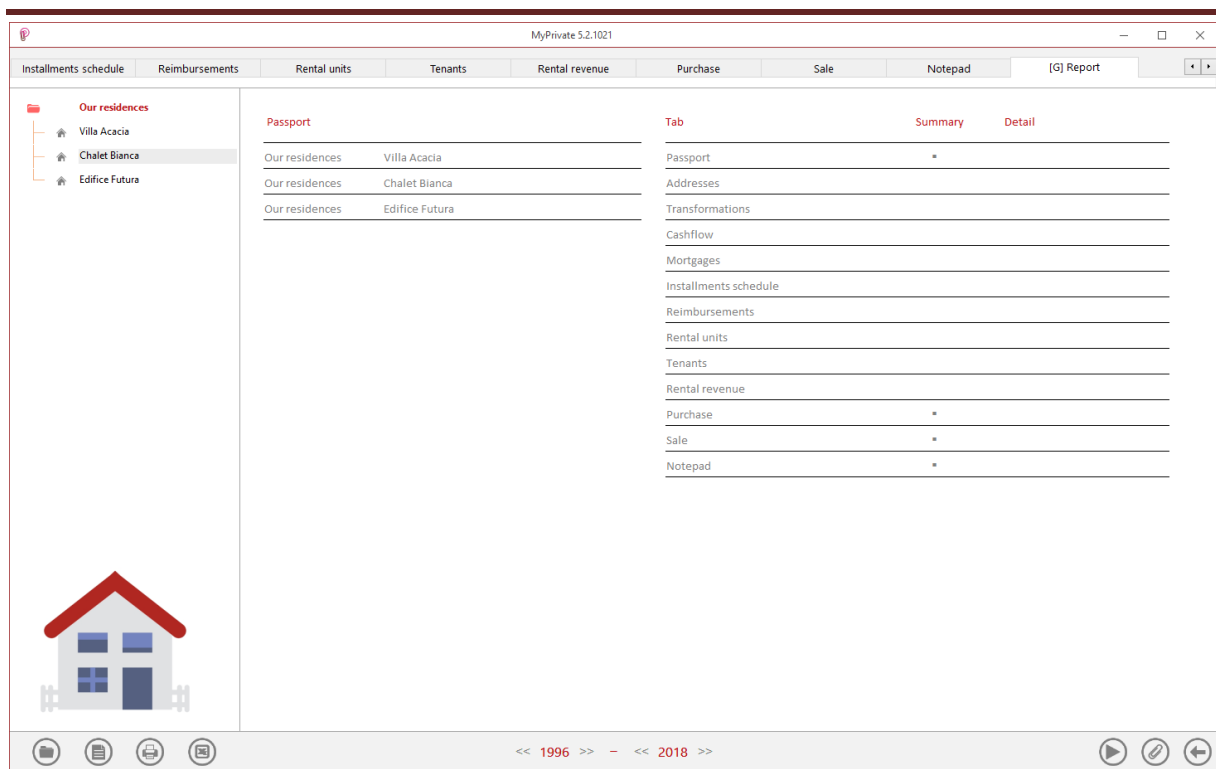
Information about the sale of the property.

[Notepad]



This tab allows you to enter various notes about the property.

[Reports]



Select/deselect the data to be printed by clicking on the corresponding line (s) and column (s).


The choices are

- Passports
- Tabs - Summary and details

The selected passports and tabs are marked with [✓].

For some tabs, it is possible to print the summary and/or the details.

When a print option is not available, it is indicated by the [•].

Once the information to be printed has been chosen, click on the button  then choose the [Generate Report] option.

MyPrivate prepares a PDF file that will be ready for printing.